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**MEMORANDUM**

TO : The Manager,  
Corporate Planning Department

FROM : The Manager,  
Administrative Services Department

DATE : January 26, 2021

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Please be informed that the appointment paper of **Ms. Joyce Ann S. Azurin**, Corporate Planning Chief/ SG 22-1, at the Corporate Planning Department – Strategic Planning Division was already signed by the Chief Operating Officer last January 25, 2021.

Thank you.

  
**ROSANNA M. OLGADO**

