${Memo Date}

**MEMORANDUM**

For : **OFELIA D. ASTRERA**

Chief Transportation Development Officer

Subject : **${Subject Title}**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

${Body}

${Body 2}

${Body 3}

For your information.

**AIDA D. DEVERATURDA**

Computer Operator IV

Noted By:

**CLARO V. MARTIN, JR.**

Senior Transportation Development Officer