|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |  | | | LLC-CSG-FR-002.00 | |
| C:\Users\Raizza.Gonzales\Documents\Various IT Files\Website\llfc logos\lbplogo.jpg | | | | | | | |  | | | CLASS A | |
|  | **LBP LEASING AND FINANCE CORPORATION** | | | | | | | | | | | |
|  | ***(A LANDBANK SUBSIDIARY)*** | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **MEMORANDUM** | | | | | | | | | | | | |
| To | | : | (Name) | |  | | | | | | | |
|  | | | (Position) | |  | | | | | | | |
| Subject | | : |  | | | | | | | | | |
| Date | | : |  | | | | | | | | | |
|  | | | | | | | | | | | | |
| You are hereby directed and authorized to go on field work, with details as follows: | | | | | | | | | | | | |
| Date of Field Work | | | | : | |  | | | | | | |
| Time of Field Work | | | | : | |  | | | | | | |
| Proceed directly from Residence | | | | : | |  | | | | | | |
| Person to See | | | | : | |  | | | | | | |
| Office/Business Name | | | | : | |  | | | | | | |
| Complete Address | | | | : | |  | | | | | | |
| Purpose | | | | : | |  | | | | | | |
| Other Instructions | | | | : | |  | | | | | | |
| **Requested By:** | | | | | | | | | **Approved By:** | | | |
|  | | | | | | | | |  | | | |
| (Unit Head: Signature over Printed Name) | | | | | | | | | (Group Head: Signature over Printed Name) | | | |
| Date: |  | | | | | |  | | Date: |  | |  |
|  |  | | | | | |  | |  |  | |  |