**Date:**

**DESIGNATION OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MEMO TO:** Name

Designation

Director, OGAD

Conforme:

\_\_\_\_\_

*OIC - OGAD*

Noted:

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*Vice President, Administration*