



Ref. No. 2023- 91
October 23, 2023

MEMORANDUM FROM THE DIRECTOR

TO : **ALL CONCERNED DIVISIONS/UNITS**


THRU : ~~JOELL H. LALES~~
Assistant Director and Interim Head, AFD

SUBJECT : **OFFICE SPACE ALLOCATION OF THE SIX TRAILER STORAGE VAN**

Relative to the newly installed trailer storage vans, the following divisions/offices are advised to occupy their assigned location as soon as possible.

LOCATION		OCCUPANTS
1 st Floor	Left	Building Maintenance, Security, and General Utility Services Unit
	Right	Property and Supply Section
2 nd Floor	Left	Drivers' Quarter
	Right	Drivers' Quarter
3 rd Floor	Left	Records Unit
	Right	Finance Unit

For your guidance and compliance.


JUNEL B. SORIANO, PhD