

MEMORANDUM

TO : Special Assistant for Administration *JP* DATE: March 30, 1995
Serial No. PW47149

FROM : Acting Secretary of Public Works

SUBJECT : Support for the Third Constitutional Convention

Thank you for your memorandum dated March 29, 1995 reference to the above subject matter. We want you to know that we are in support of providing any available resources of the department for the Third Constitutional Convention which will be convening soon.

We are providing you with the following list of facility, equipment and staff that would be available to support the convention:

I. Two (2) Administrative Personnel - Full time assignment
a) Vicente B. Castro - Administrative Specialist II
b) Marian S. Atalig - Administrative Assistant

II. One (1) unit television set including VCR player - Full time
a) TV Set, Sharp 19" Color TV
b) VCR Player, Hitachi HQ Model
c) TV & VCR Stand with wheels

III. Conference Room - accommodating maximum of 25 people.
Note: will be available anytime when needed, by informing Public Works.

Please inform us when and where you want us to deliver the above listed resources.

Thank you.

Edward M. Delbon Guerrero
EDWARD M. DELBON GUERRERO

cc: Building Safety Official
Mr. Vicente B. Castro
Ms. Marian S. Atalig