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MEMORANDUM

FOR/TO : **ALL OFFICIALS AND EMPLOYEES**
DENR Central Office

FROM : **THE DIRECTOR**
Administrative Service

SUBJECT : **VOLUNTARY FINANCIAL ASSISTANCE FOR THE FAMILY
OF MS. EDNA A. ASUNCION OF RECORDS MANAGEMENT
DIVISION**

DATE : 25 November 2020

May we appeal for your voluntary financial assistance for the family of MS. EDNA A. ASUNCION whose husband (Ferdinand Asuncion) passed away on 24 November 2020 due to cardiac arrest.

Your prayers and financial help will be most appreciated. Contributions may be forwarded to the Office of the Chief, Records Management Division.

ROLANDO R. CASTRO