FOR: Ms. FRANZY BALDOZA
Central Records Division

RE: Submission of Computerized DTRs

DATE: 09 November 1993

Enclosed are the DTR/s for the month/s of Oct. 1993:

01. Baldoza, Franzy
02. Serrano, Norma
03. Jamer, Lydia
04. Casas, Criselda
05. Gallego, Leonor
06. Tria, Conrado

May we request that all signed DTRs be returned to Rosa/GASS Desk Officer not later than 12 November 1993.

Please be informed that non-submission of the accomplished DTRs on the specified date may result to the holding of the concerned employees salary next payday.

For your information and proper guidance.

[Signature]
HERMINES C. MATEO
Manager
Administrative Branch