MEMORANDUM

To: The Management of the POEA Cooperative
From: Administrator Patricia A. Sto. Tomas
Re: Water and Electrical Facilities

The Administration's water and electrical bills have been increasing every month, partly due to the canteen's consumption of these facilities. In this regard, the Administration will bill you on a monthly basis under the following schedule starting April.

A. Water
   1. Canteen at Valdez Bldg. - 30 per cent of monthly bill
   2. Canteens at REDO & ECR Bldgs. - 50 per cent of the monthly bill

B. Electricity
   1. Canteen at Valdez Bldg. - P100
   2. Canteen at ECR Bldg. - P800
   3. Canteen at REDO Bldg. - P800

The Administrative Department has been directed to prepare a memorandum of agreement specifying the terms and conditions of the payment.

For strict compliance.

April 27, 1984