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## MEMORANDUM

**TO : ALL BAFS PERSONNEL**

**FROM : OFFICE OF THE DIRECTOR**

**SUBJECT : GENERAL CLEANING OF OFFICE PREMISES AND ITS SURROUNDING AREAS**

**DATE : November 26, 2020**

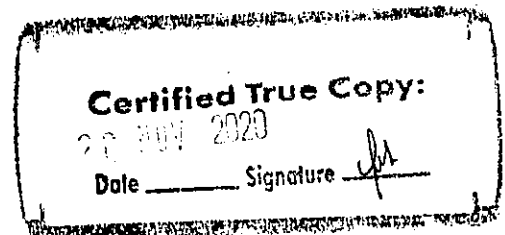
As part of our preparation for the celebration of BAFS' 22<sup>nd</sup> Founding Anniversary, a general cleaning of the building, facilities, and its surroundings will be conducted on Friday, November 27, 2020, from 1:00 PM to 5:00 PM. The activity will also aid us in ensuring a comfortable and safe working environment.

In view of this, all Division Chiefs are instructed to lead the general cleaning together with their subordinates who must join them in the said activity.

Mr. Jerson Raphael Bontogon of the Organic Agriculture Division (OAD) has been assigned to personally coordinate with your Divisions regarding this urgent matter.

For strict compliance.

  
† **MYER G. MULA, PhD**  
OIC-Director  

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