



## Memorandum

TO : **ALL BAFS EMPLOYEES**


FROM : **OFFICE OF THE DIRECTOR**

DATE : **04 November 2020**

SUBJECT: **PROCESS FLOW OF ALL COMMUNICATION FOR APPROVAL AND SIGNATURE OF THE DIRECTOR**

In the interest of service, all communication which needs approval and signature of the Director must bear the initials of concerned Division Chief and forwarded to the Information Office prior to the Director's approval.

For your guidance and compliance.

  
**MYER G. MULA, Ph.D.**  
OIC-Director 