

**Eddie Baza Calvo**  
Governor



**GENERAL SERVICES AGENCY**

(Ahensian Setbision Hinirat)  
Department of Administration

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**Ray Tenorio**  
Lieutenant Governor

**Anthony C. Blaz**  
Acting Director

Deputy Director

January 7, 2016

**GENERAL SERVICES AGENCY CIRCULAR No.: 2016-007**

**Memorandum**

To: All Line Department/Agency Heads

From: Chief Procurement Officer

**Subject: Submission of Updated List of Department/Agency Official Vehicles**

*Buenas yan Hafa Adai!* Please provide an updated listing of your department/agency's official vehicles (added/deleted) to the General Services Agency. The following information is required:

- License Plate No.
- Year
- Make
- Model
- Body Style
- Cylinder
- VIN
- Color

The updated official vehicle listing is due to the General Services Agency no later than Close of Business February 7<sup>th</sup>, 2016.

*Un Dangkolo na si Yu'os Ma'ase* for your attention and cooperation.

  
**CLAUDIA S. ACFALLE**