



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman  
1100 Quezon City

18 May 2022

**MEMORANDUM**

**FOR : SUSAN L. DEL ROSARIO**  
OIC-Chief, General Service Division (GSD)

**FROM : DIRECTOR, SPECIAL AREA FOR AGRICULTURAL DEVELOPMENT**  
**(SAAD) PROGRAM**

**SUBJECT : REQUEST FOR SERVICE VEHICLE FOR THE SAAD PROGRAM**

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May we respectfully request an available service vehicle for use of the Special Area for Agricultural Development (SAAD) Program National Program Management Office (NPMO).

The SAAD needs a service vehicle for conveyance of staff to meetings, transport of documents and other materials, and long distance travel.

We have our own driver as well as funds for maintenance and fuel expenses. Rest assured that we will always take good care of the vehicle for the safety of the staff.

For your favorable consideration.

Thank you.

**MYER G. MULA, PhD**

*A food-secure and resilient Philippines  
with empowered and prosperous farmers and fisherfolk*

