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|  | **Circular No. 00**  Series 2024–2025  Date of Circular |

Title of Division

TITLE OF CIRCULAR

To: Name Audience (Ex: 12 Month Staff, All Staff, ESP 10- and 11-Month Employees, etc.)

From: Name of Chief

Title of Division

Place Information Here:

Initials: XX/xx

Attachment(s) – if any