

# ADVISORY

Please be advised that processing of requests for **VERIFICATION / CERTIFICATION / AUTHENTICATION OF ELIGIBILITIES** will be temporarily suspended on March 18 and 19, 2010 as IRMO personnel will attend a Seminar-Workshop on Achieving Total Customer Excellence. However, requests and the required documents including official receipts may be filed at the **IRMO Receiving Counter**. Requested documents will be released starting Tuesday, March 23, 2010. Follow-up may be made at telephone nos. 9317981 and 9514628 starting Monday, March 22, 2010.

We apologize for the inconvenience.

Records Center and Archives Division  
INTEGRATED RECORDS MANAGEMENT OFFICE

March 11, 2010