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**DEPARTMENT OF
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DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)

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LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

December 16, 2020

GENERAL SERVICES AGENCY CIRCULAR NO.: 2021-007

To: All Line Department and Agency Heads

From: Chief Procurement Officer

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

Håfa Adai! Please provide an updated listing of your department/agency's official vehicles 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 January 04, 2021.**

Your kind attention and full cooperation in this matter is greatly appreciated. **DångkoloYu'os Ma'åse.**


CLAUDIA S. ACFALLE