

SUBPOENA ADDRESSED TO THE COMMISSION

BOI OFFICE MEMORANDUM ORDER NO. ELM-96-012, October 10, 1996

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To safeguard the integrity of official records, all requests addressed to subordinate officials and/or employees of the Bureau for information from other government agencies and private persons/entities, including Subpoena/Subpoena Duces Tecum, shall be coursed through the Office of the Commissioner, effective immediately.

Officials and employees of this Bureau are hereby directed to inform without delay to the Office of the Commissioner of any of all Subpoena/Subpoena Duces Tecum received by them.

For strict compliance.

Adopted: 10 Oct. 1996

(SGD.) EDGAR L. MENDOZA
Commissioner

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