	METROPOLITAN NAGA WATER DISTRICT		Document Code: OGMF13
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6.3.1

Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
 40 J. Miranda Ave., Naga City

January 17, 2017

CESAR FEDERIZON
 General Manager A
 Office of the General Manager

Re: Creation of Video on How to Detect/Identify In-House Leak

Dear Sir,

Good day!

In line with the Public Relations and External Affairs Section(PREAS) Developments Communication Plan 2017 _____.

Based from the data gathered _____
 _____,
 _____, we propose to produce _____.


Please see attached, Proposal Details.

For your comments and approval.

Very truly yours,

MAIDE D. SISON
 Community Relations Officer A
 OIC, PREAS

CC: Board of Directors

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I. BASIS OF PROPOSAL

II. OBJECTIVES

- A
- B
- C

III. TARGET / TIMETABLE

IV. CREATION OF

A. KEY PERSONS

- PREAS Team
-

B. RESOURCES NEEDED

- a
- b
- c
- d
- e

V. LOGISTICS

VI. BUDGET

VII. OTHERS