

SEÑOR:

**JUZGADO 17 DE PEQUEÑAS CAUSAS Y COMPETENCIA MÚLTIPLE DE BOGOTÁ**

**E. S. D.**

**REF: PROCESO EJECUTIVO DE COMEDAL CONTRA CESAR ALEJANDRO PAEZ VERGARA**

**MOTIVO: APORTAR LIQUIDACION DE CREDITO Y SOLICITUD DE ENTREGA DE DINEROS**

**RADICADO: 2015 - 00381**

**NINFA MARGARITA GRECCO VERJEL**, actuando en calidad de apoderada de la parte demandante, me permito presentar liquidación del crédito, dando cumplimiento a lo establecido en el artículo 446 del Código General del Proceso y al Auto que Ordena Seguir Adelante con la Ejecución Dictado por su Despacho a fin de que se le dé el trámite pertinente.

En consecuencia, una vez aprobada la liquidación del crédito actualizada respetuosamente solicito a Usted Señor Juez la entrega de los títulos que se encuentren a disposición del proceso de la referencia.

Sírvase tenerlo en cuenta para los efectos pertinentes,

Del Señor Juez, atentamente



**NINFA MARGARITA GRECCO VERJEL**  
T.P. 82454 del C. S de la Judicatura  
C.C. 31901430  
Correo electrónico Apoderada: greco@une.net.co  
Calle 54 No. 45-58 Oficina 205  
Edificio Centro Caracas II  
Conmutador 5117090

**JUZGADO NOVENO DE EJECUCION CIVIL MUNICIPAL DE MEDELLIN**  
**JUZGADO 17 DE PEQUEÑAS CAUSAS Y COMPETENCIA MÚLTIPLE DE BOGOTA**  
 LIQUIDACIÓN DE CRÉDITO  
 CESAR ALEJANDRO PAEZ VERGARA

**RADICADO:** 2015 - 00381

Tasa efectiva anual pactada, a nominal >>>  
 Tasa nominal mensual pactada >>>

Para dar aplicación a los Arts. 111 L. 510 y 305 C. P., si no se pactó tasa de mora, o se pactó la máxima autorizada, estas celdas aparecerán vacías.

**Int. de plazo y/o sanción del 20% >>>**

VIGENCIA		Brio. Cte.	LÍMITE USURA		TASA	TASA	Capitales	LIQUIDACIÓN DE CRÉDITO					
DESDE	HASTA	T. Efectiva	Efectiva Anual 1.5	Nominal Mensual	Pactada	FINAL	Cuotas u otros	Capital Liquidable	días	Liq Intereses	A B O N O S	Saldo Intereses	Saldo de Capital más Intereses
4-abr-14	30-abr-14	19,63%	29,45%	2,17%	0,00%	2,17%	77.840.839,00	77.840.839,00	27	1.523.041,13	-	1.523.041,13	79.363.880,13
1-may-14	31-may-14	19,63%	29,45%	2,17%	0,00%	2,17%		77.840.839,00	30	1.692.267,92	-	3.215.309,05	81.056.148,05
1-jun-14	30-jun-14	19,63%	29,45%	2,17%	0,00%	2,17%		77.840.839,00	30	1.692.267,92	-	4.907.576,97	82.748.415,97
1-jul-14	31-jul-14	19,33%	29,00%	2,14%	0,00%	2,14%		77.840.839,00	30	1.669.190,52	-	6.576.767,49	84.417.606,49
1-ago-14	31-ago-14	19,33%	29,00%	2,14%	0,00%	2,14%		77.840.839,00	30	1.669.190,52	-	8.245.958,00	86.086.797,00
1-sep-14	30-sep-14	19,33%	29,00%	2,14%	0,00%	2,14%		77.840.839,00	30	1.669.190,52	-	9.915.148,52	87.755.987,52
1-oct-14	31-oct-14	19,17%	28,76%	2,13%	0,00%	2,13%		77.840.839,00	30	1.656.852,38	-	11.572.000,90	89.412.839,90
1-nov-14	30-nov-14	19,17%	28,76%	2,13%	0,00%	2,13%		77.840.839,00	30	1.656.852,38	-	13.228.853,28	91.069.692,28
1-dic-14	31-dic-14	19,17%	28,76%	2,13%	0,00%	2,13%		77.840.839,00	30	1.656.852,38	-	14.885.705,66	92.726.544,66
1-ene-15	31-ene-15	19,21%	28,82%	2,13%	0,00%	2,13%		77.840.839,00	30	1.659.938,89	-	16.545.644,55	94.386.483,55
1-feb-15	28-feb-15	19,21%	28,82%	2,13%	0,00%	2,13%		77.840.839,00	30	1.659.938,89	-	18.205.583,44	96.046.422,44
1-mar-15	31-mar-15	19,21%	28,82%	2,13%	0,00%	2,13%		77.840.839,00	30	1.659.938,89	-	19.865.522,33	97.706.361,33
1-abr-15	30-abr-15	19,37%	29,06%	2,15%	0,00%	2,15%		77.840.839,00	30	1.672.271,77	-	21.537.794,09	99.378.633,09
1-may-15	31-may-15	19,37%	29,06%	2,15%	0,00%	2,15%		77.840.839,00	30	1.672.271,77	1.417.920,00	21.792.145,86	99.632.984,86
1-jun-15	30-jun-15	19,37%	29,06%	2,15%	0,00%	2,15%		77.840.839,00	30	1.672.271,77	-	23.464.417,62	101.305.256,62
1-jul-15	31-jul-15	19,26%	28,89%	2,14%	0,00%	2,14%		77.840.839,00	30	1.663.795,17	1.289.050,00	23.839.162,80	101.680.001,80
1-ago-15	31-ago-15	19,26%	28,89%	2,14%	0,00%	2,14%		77.840.839,00	30	1.663.795,17	329.050,00	25.173.907,97	103.014.746,97
1-sep-15	30-sep-15	19,26%	28,89%	2,14%	0,00%	2,14%		77.840.839,00	30	1.663.795,17	329.050,00	26.508.653,15	104.349.492,15
1-oct-15	31-oct-15	19,33%	29,00%	2,14%	0,00%	2,14%		77.840.839,00	30	1.669.190,52	-	28.177.843,66	106.018.682,66
1-nov-15	30-nov-15	19,33%	29,00%	2,14%	0,00%	2,14%		77.840.839,00	30	1.669.190,52	324.410,00	29.522.624,18	107.363.463,18
1-dic-15	31-dic-15	19,33%	29,00%	2,14%	0,00%	2,14%		77.840.839,00	30	1.669.190,52	324.410,00	30.867.404,70	108.708.243,70
1-ene-16	31-ene-16	19,68%	29,52%	2,18%	0,00%	2,18%		77.840.839,00	30	1.696.107,00	329.050,00	32.234.461,70	110.075.300,70
1-feb-16	29-feb-16	19,68%	29,52%	2,18%	0,00%	2,18%		77.840.839,00	30	1.696.107,00	-	33.930.568,70	111.771.407,70
1-mar-16	31-mar-16	19,68%	29,52%	2,18%	0,00%	2,18%		77.840.839,00	30	1.696.107,00	-	35.626.675,71	113.467.514,71
1-abr-16	30-abr-16	20,54%	30,81%	2,26%	0,00%	2,26%		77.840.839,00	30	1.761.822,24	-	37.388.497,94	115.229.336,94
1-may-16	31-may-16	20,54%	30,81%	2,26%	0,00%	2,26%		77.840.839,00	30	1.761.822,24	-	39.150.320,18	116.991.159,18
1-jun-16	30-jun-16	20,54%	30,81%	2,26%	0,00%	2,26%		77.840.839,00	30	1.761.822,24	-	40.912.142,41	118.752.981,41
1-jul-16	31-jul-16	21,34%	32,01%	2,34%	0,00%	2,34%		77.840.839,00	30	1.822.421,51	-	42.734.563,93	120.575.402,93
1-ago-16	31-ago-16	21,34%	32,01%	2,34%	0,00%	2,34%		77.840.839,00	30	1.822.421,51	-	44.556.985,44	122.397.824,44
1-sep-16	30-sep-16	21,34%	32,01%	2,34%	0,00%	2,34%		77.840.839,00	30	1.822.421,51	-	46.379.406,95	124.220.245,95
1-oct-16	31-oct-16	21,99%	32,99%	2,40%	0,00%	2,40%		77.840.839,00	30	1.871.287,75	-	48.250.694,70	126.091.533,70
1-nov-16	30-nov-16	21,99%	32,99%	2,40%	0,00%	2,40%		77.840.839,00	30	1.871.287,75	-	50.121.982,45	127.962.821,45
1-dic-16	31-dic-16	21,99%	32,99%	2,40%	0,00%	2,40%		77.840.839,00	30	1.871.287,75	-	51.993.270,20	129.834.109,20
1-ene-17	31-ene-17	22,34%	33,51%	2,44%	0,00%	2,44%		77.840.839,00	30	1.897.464,47	-	53.890.734,67	131.731.573,67
1-feb-17	28-feb-17	22,34%	33,51%	2,44%	0,00%	2,44%		77.840.839,00	30	1.897.464,47	-	55.788.199,14	133.629.038,14
1-mar-17	31-mar-17	22,34%	33,51%	2,44%	0,00%	2,44%		77.840.839,00	30	1.897.464,47	-	57.685.663,61	135.526.502,61
1-abr-17	30-abr-17	22,33%	33,50%	2,44%	0,00%	2,44%		77.840.839,00	30	1.896.717,87	-	59.582.381,48	137.423.220,48

1-may-17	31-may-17	22,33%	33,50%	2,44%	0,00%	2,44%	77.840.839,00	30	1.896.717,87	-	61.479.099,36	139.319.938,36
1-jun-17	30-jun-17	22,33%	33,50%	2,44%	0,00%	2,44%	77.840.839,00	30	1.896.717,87	-	63.375.817,23	141.216.656,23
1-jul-17	31-jul-17	21,98%	32,97%	2,40%	0,00%	2,40%	77.840.839,00	30	1.870.538,45	-	65.246.355,68	143.087.194,68
1-ago-17	31-ago-17	21,98%	32,97%	2,40%	0,00%	2,40%	77.840.839,00	30	1.870.538,45	-	67.116.894,14	144.957.733,14
1-sep-17	30-sep-17	21,48%	32,22%	2,35%	0,00%	2,35%	77.840.839,00	30	1.832.974,44	-	68.949.868,57	146.790.707,57
1-oct-17	31-oct-17	21,15%	31,73%	2,32%	0,00%	2,32%	77.840.839,00	30	1.808.075,05	-	70.757.943,62	148.598.782,62
1-nov-17	30-nov-17	20,96%	31,44%	2,30%	0,00%	2,30%	77.840.839,00	30	1.793.700,10	-	72.551.643,72	150.392.482,72
1-dic-17	31-dic-17	20,77%	31,16%	2,29%	0,00%	2,29%	77.840.839,00	30	1.779.296,55	-	74.330.940,26	152.171.779,26
1-ene-18	31-ene-18	20,69%	31,04%	2,28%	0,00%	2,28%	77.840.839,00	30	1.773.223,31	-	76.104.163,57	153.945.002,57
1-feb-18	28-feb-18	21,01%	31,52%	2,31%	0,00%	2,31%	77.840.839,00	30	1.797.485,75	-	77.901.649,32	155.742.488,32
1-mar-18	31-mar-18	20,68%	31,02%	2,28%	0,00%	2,28%	77.840.839,00	30	1.772.463,80	-	79.674.113,12	157.514.952,12
1-abr-18	30-abr-18	20,48%	30,72%	2,26%	0,00%	2,26%	77.840.839,00	30	1.757.256,77	-	81.431.369,89	159.272.208,89
1-may-18	31-may-18	20,44%	30,66%	2,25%	0,00%	2,25%	77.840.839,00	30	1.754.211,53	-	83.185.581,42	161.026.420,42
1-jun-18	30-jun-18	20,28%	30,42%	2,24%	0,00%	2,24%	77.840.839,00	30	1.742.017,72	-	84.927.599,14	162.768.438,14
1-jul-18	31-jul-18	20,03%	30,05%	2,21%	0,00%	2,21%	77.840.839,00	30	1.722.923,66	-	86.650.522,80	164.491.361,80
1-ago-18	31-ago-18	19,94%	29,91%	2,20%	0,00%	2,20%	77.840.839,00	30	1.716.037,44	-	88.366.560,23	166.207.399,23
1-sep-18	30-sep-18	19,81%	29,72%	2,19%	0,00%	2,19%	77.840.839,00	30	1.706.079,09	-	90.072.639,32	167.913.478,32
1-oct-18	31-oct-18	19,63%	29,45%	2,17%	0,00%	2,17%	77.840.839,00	30	1.692.267,92	-	91.764.907,24	169.605.746,24
1-nov-18	30-nov-18	19,49%	29,24%	2,16%	0,00%	2,16%	77.840.839,00	30	1.681.507,63	-	93.446.414,87	171.287.253,87
1-dic-18	31-dic-18	19,40%	29,10%	2,15%	0,00%	2,15%	77.840.839,00	30	1.674.581,84	-	95.120.996,71	172.961.835,71
1-ene-19	31-ene-19	19,16%	28,74%	2,13%	0,00%	2,13%	77.840.839,00	30	1.656.080,55	-	96.777.077,26	174.617.916,26
1-feb-19	28-feb-19	19,70%	29,55%	2,18%	0,00%	2,18%	77.840.839,00	30	1.697.642,06	-	98.474.719,32	176.315.558,32
1-mar-19	31-mar-19	19,37%	29,06%	2,15%	0,00%	2,15%	77.840.839,00	30	1.672.271,77	-	100.146.991,09	177.987.830,09
1-abr-19	30-abr-19	19,32%	28,98%	2,14%	0,00%	2,14%	77.840.839,00	30	1.668.420,00	-	101.815.411,09	179.656.250,09
1-may-19	31-may-19	19,34%	29,01%	2,15%	0,00%	2,15%	77.840.839,00	30	1.669.960,95	-	103.485.372,04	181.326.211,04
1-jun-19	30-jun-19	19,30%	28,95%	2,14%	0,00%	2,14%	77.840.839,00	30	1.666.878,72	-	105.152.250,76	182.993.089,76
1-jul-19	31-jul-19	19,28%	28,92%	2,14%	0,00%	2,14%	77.840.839,00	30	1.665.337,11	-	106.817.587,87	184.658.426,87
1-ago-19	31-ago-19	19,32%	28,98%	2,14%	0,00%	2,14%	77.840.839,00	30	1.668.420,00	-	108.486.007,87	186.326.846,87
1-sep-19	30-sep-19	19,32%	28,98%	2,14%	0,00%	2,14%	77.840.839,00	30	1.668.420,00	-	110.154.427,88	187.995.266,88
1-oct-19	31-oct-19	19,10%	28,65%	2,12%	0,00%	2,12%	77.840.839,00	30	1.651.447,81	-	111.805.875,69	189.646.714,69
1-nov-19	30-nov-19	19,03%	28,55%	2,11%	0,00%	2,11%	77.840.839,00	30	1.646.039,20	-	113.451.914,89	191.292.753,89
1-dic-19	31-dic-19	18,91%	28,37%	2,10%	0,00%	2,10%	77.840.839,00	30	1.636.757,87	-	115.088.672,76	192.929.511,76
1-ene-20	31-ene-20	18,77%	28,16%	2,09%	0,00%	2,09%	77.840.839,00	30	1.625.914,55	-	116.714.587,31	194.555.426,31
1-feb-20	29-feb-20	19,06%	28,59%	2,12%	0,00%	2,12%	77.840.839,00	30	1.648.357,67	-	118.362.944,99	196.203.783,99
1-mar-20	31-mar-20	18,95%	28,43%	2,11%	0,00%	2,11%	77.840.839,00	30	1.639.852,97	-	120.002.797,96	197.843.636,96
1-abr-20	30-abr-20	18,69%	28,04%	2,08%	0,00%	2,08%	77.840.839,00	30	1.619.711,06	-	121.622.509,02	199.463.348,02
1-may-20	31-may-20	18,19%	27,29%	2,03%	0,00%	2,03%	77.840.839,00	30	1.580.818,04	-	123.203.327,06	201.044.166,06
1-jun-20	30-jun-20	18,12%	27,18%	2,02%	0,00%	2,02%	77.840.839,00	30	1.575.356,26	-	124.778.683,32	202.619.522,32
1-jul-20	31-jul-20	18,12%	27,18%	2,02%	0,00%	2,02%	77.840.839,00	30	1.575.356,26	-	126.354.039,58	204.194.878,58
1-ago-20	31-ago-20	18,29%	27,44%	2,04%	0,00%	2,04%	77.840.839,00	30	1.588.613,42	-	127.942.653,00	205.783.492,00
1-sep-20	30-sep-20	18,35%	27,53%	2,05%	0,00%	2,05%	77.840.839,00	30	1.593.286,61	-	129.535.939,61	207.376.778,61
1-oct-20	31-oct-20	18,09%	27,14%	2,02%	0,00%	2,02%	77.840.839,00	30	1.573.014,23	-	131.108.953,84	208.949.792,84
1-nov-20	30-nov-20	17,84%	26,76%	2,00%	0,00%	2,00%	77.840.839,00	30	1.553.467,73	-	132.662.421,57	210.503.260,57
1-dic-20	31-dic-20	17,46%	26,19%	1,96%	0,00%	1,96%	77.840.839,00	30	1.523.655,30	-	134.186.076,87	212.026.915,87
1-ene-21	31-ene-21	17,32%	25,98%	1,94%	0,00%	1,94%	77.840.839,00	30	1.512.640,64	-	135.698.717,52	213.539.556,52
1-feb-21	28-feb-21	17,54%	26,31%	1,97%	0,00%	1,97%	77.840.839,00	30	1.529.941,84	-	137.228.659,36	215.069.498,36
1-mar-21	31-mar-21	17,41%	26,12%	1,95%	0,00%	1,95%	77.840.839,00	30	1.519.723,42	-	138.748.382,78	216.589.221,78
1-abr-21	30-abr-21	17,31%	25,97%	1,94%	0,00%	1,94%	77.840.839,00	30	1.511.853,24	-	140.260.236,02	218.101.075,02
1-may-21	31-may-21	17,22%	25,83%	1,93%	0,00%	1,93%	77.840.839,00	30	1.504.762,73	-	141.764.998,75	219.605.837,75
1-jun-21	30-jun-21	17,21%	25,82%	1,93%	0,00%	1,93%	77.840.839,00	30	1.503.974,46	-	143.268.973,21	221.109.812,21
1-jul-21	31-jul-21	17,18%	25,77%	1,93%	0,00%	1,93%	77.840.839,00	30	1.501.609,15	-	144.770.582,35	222.611.421,35
1-ago-21	31-ago-21	17,24%	25,86%	1,94%	0,00%	1,94%	77.840.839,00	30	1.506.339,00	-	146.276.921,35	224.117.760,35
1-sep-21	30-sep-21	17,19%	25,79%	1,93%	0,00%	1,93%	77.840.839,00	30	1.502.397,67	-	152.122.259,02	229.963.098,02
1-oct-21	31-oct-21	17,08%	25,62%	1,92%	0,00%	1,92%	77.840.839,00	30	1.493.719,16	-	153.615.978,18	231.456.817,18
1-nov-21	30-nov-21	17,27%	25,91%	1,94%	0,00%	1,94%	77.840.839,00	30	1.508.702,76	-	155.124.680,94	232.965.519,94
1-dic-21	31-dic-21	17,46%	26,19%	1,96%	0,00%	1,96%	77.840.839,00	30	1.523.655,30	-	156.648.336,24	234.489.175,24

1-ene-22	31-ene-22	17,66%	26,49%	1,98%	0,00%	1,98%	77.840.839,00	30	1.539.361,40	-	158.187.697,65	236.028.536,65
1-feb-22	28-feb-22	18,30%	27,45%	2,04%	0,00%	2,04%	77.840.839,00	30	1.589.392,49	-	159.777.090,14	237.617.929,14
1-mar-22	31-mar-22	18,47%	27,71%	2,06%	0,00%	2,06%	77.840.839,00	30	1.602.623,93	-	161.379.714,07	239.220.553,07
1-abr-22	30-abr-22	19,05%	28,58%	2,12%	0,00%	2,12%	77.840.839,00	30	1.647.584,93	-	163.027.299,00	240.868.138,00
1-may-22	31-may-22	19,71%	29,57%	2,18%	0,00%	2,18%	77.840.839,00	30	1.698.409,47	-	164.725.708,48	242.566.547,48
1-jun-22	30-jun-22	20,40%	30,60%	2,25%	0,00%	2,25%	77.840.839,00	30	1.751.165,00	-	166.476.873,48	244.317.712,48
1-jul-22	31-jul-22	21,28%	31,92%	2,34%	0,00%	2,34%	77.840.839,00	30	1.817.894,12	-	168.294.767,60	246.135.606,60
1-ago-22	31-ago-22	22,21%	33,32%	2,43%	0,00%	2,43%	77.840.839,00	30	1.887.752,72	-	170.182.520,32	248.023.359,32
1-sep-22	30-sep-22	23,50%	35,25%	2,55%	0,00%	2,55%	77.840.839,00	30	1.983.552,10	-	172.166.072,42	250.006.911,42
1-oct-22	31-oct-22	24,61%	36,92%	2,65%	0,00%	2,65%	77.840.839,00	30	2.064.983,74	-	174.231.056,16	252.071.895,16
1-nov-22	30-nov-22	25,78%	38,67%	2,76%	0,00%	2,76%	77.840.839,00	30	2.149.840,23	-	176.380.896,39	254.221.735,39
1-dic-22	31-dic-22	27,64%	41,46%	2,93%	0,00%	2,93%	77.840.839,00	30	2.282.734,91	-	178.663.631,31	256.504.470,31
1-ene-23	31-ene-23	28,84%	43,26%	3,04%	0,00%	3,04%	77.840.839,00	30	2.367.204,08	-	181.030.835,39	258.871.674,39
1-feb-23	28-feb-23	30,18%	45,27%	3,16%	0,00%	3,16%	77.840.839,00	30	2.460.385,84	-	183.491.221,23	261.332.060,23
1-mar-23	31-mar-23	30,84%	46,26%	3,22%	0,00%	3,22%	77.840.839,00	30	2.505.847,73	-	185.997.068,96	263.837.907,96
1-abr-23	30-abr-23	31,19%	46,79%	3,25%	0,00%	3,25%	77.840.839,00	30	2.529.841,97	-	188.526.910,92	266.367.749,92
1-may-23	31-may-23	30,27%	45,41%	3,17%	0,00%	3,17%	77.840.839,00	30	2.466.601,88	-	190.993.512,81	268.834.351,81
1-jun-23	30-jun-23	29,76%	44,64%	3,12%	0,00%	3,12%	77.840.839,00	30	2.431.307,46	-	193.424.820,26	271.265.659,26
1-jul-23	31-jul-23	29,36%	44,04%	3,09%	0,00%	3,09%	77.840.839,00	30	2.403.505,61	-	195.828.325,87	273.669.164,87
1-ago-23	31-ago-23	28,75%	43,13%	3,03%	0,00%	3,03%	77.840.839,00	30	2.360.902,74	-	198.189.228,61	276.030.067,61
1-sep-23	15-sep-23	28,03%	42,05%	2,97%	0,00%	2,97%	77.840.839,00	15	1.155.147,47	-	199.344.376,07	277.185.215,07
<b>SUBTOTALES:</b>							<b>77.840.839,00</b>	<b>3402</b>	<b>199.344.376,07</b>	<b>4.342.940,00</b>	<b>199.344.376,07</b>	<b>277.185.215,07</b>



NINFA MARGARITA GRECCO VERJEL  
CC. 31.901.430 De Cali  
TP. 82454 C.S. de la J.

TOTAL CAPITAL	>>>>>>>>	\$77.840.839,00
TOTAL INTERESES PLAZO	>>>>>>>>	\$4.580.133,98
TOTAL INTERESES DE MORA	>>>>>>>>	\$199.344.376,07
ABONOS	>>>>>>>>	\$4.342.940,00
TOTAL CAPITAL + INTERESES - ABONOS	>>>>>>>>	\$277.422.409,05



**JUZGADO DIECISIETE DE PEQUEÑAS CAUSAS Y COMPETENCIA  
MULTIPLE DE BOGOTÁ D.C.**

TRASLADO SECRETARIAL  
ARTÍCULO 446 LEY 1564 DE 2012 EN CONCORDANCIA CON EL  
ARTÍCULO 110 *ibidem*.

*Teniendo en cuenta la liquidación de crédito que antecede, se fija en lista de  
traslados:*

***Hoy 08 de febrero de 2024 a las 8:00 a.m.  
Inicia el día 09 de febrero de 2024 a las 8:00 a.m.  
Vence el día 13 de febrero de 2024 a las 5:00 p.m.***

**EVELYN GISSELLA BARRETO CHALA  
SECRETARIA**