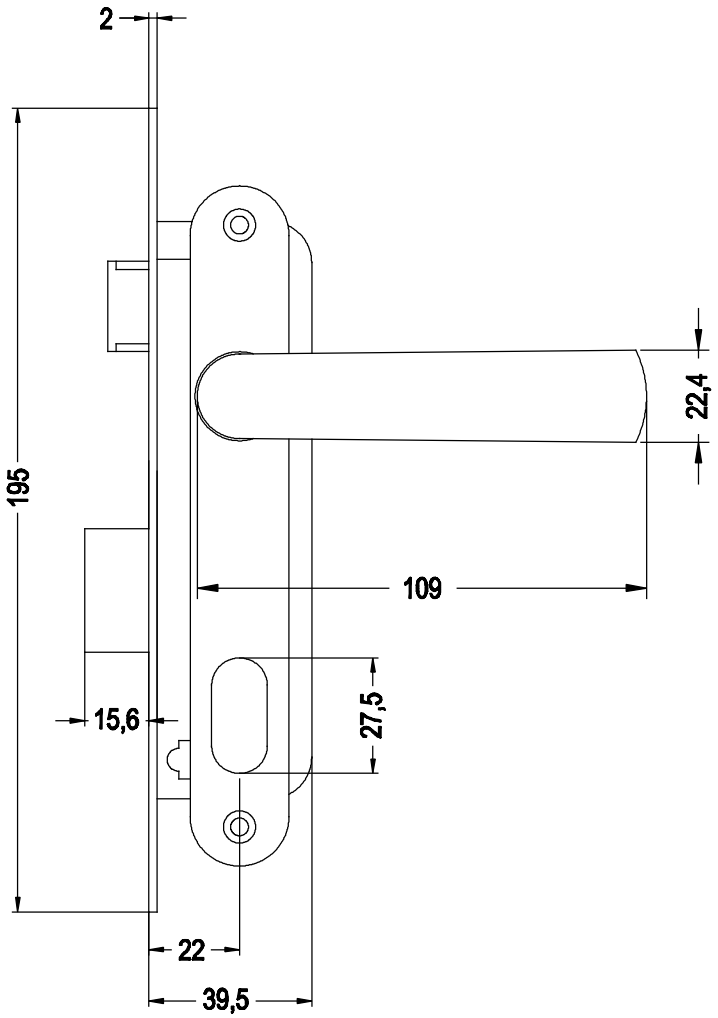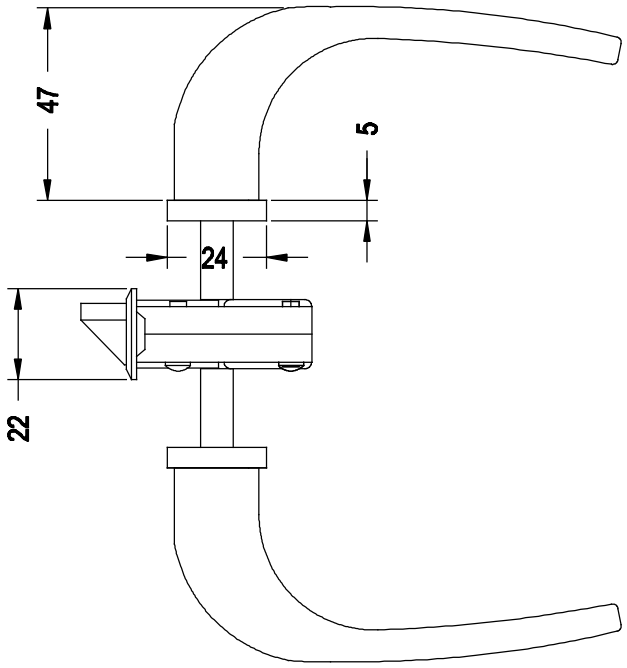OFICINA