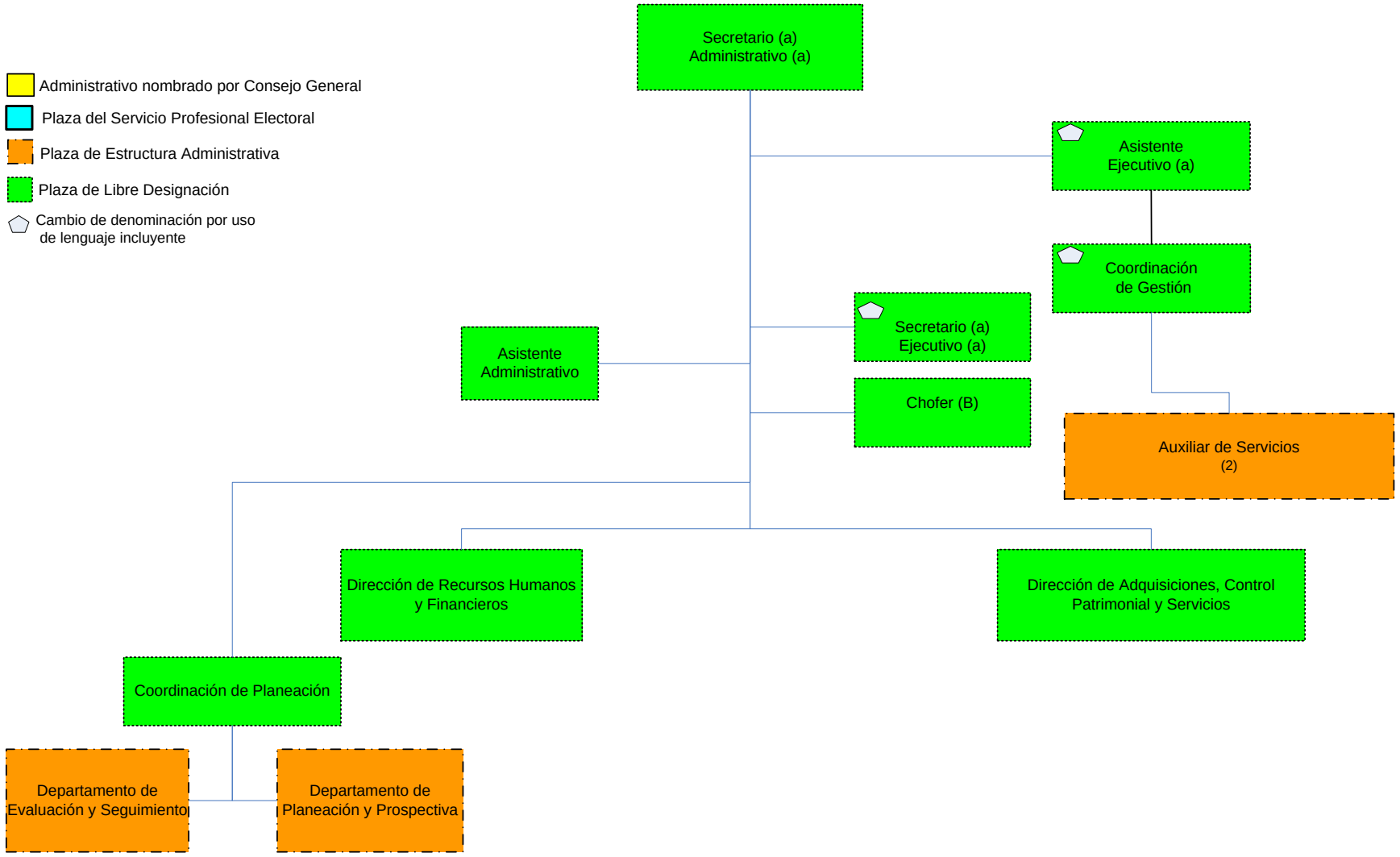Secretaría Administrativa