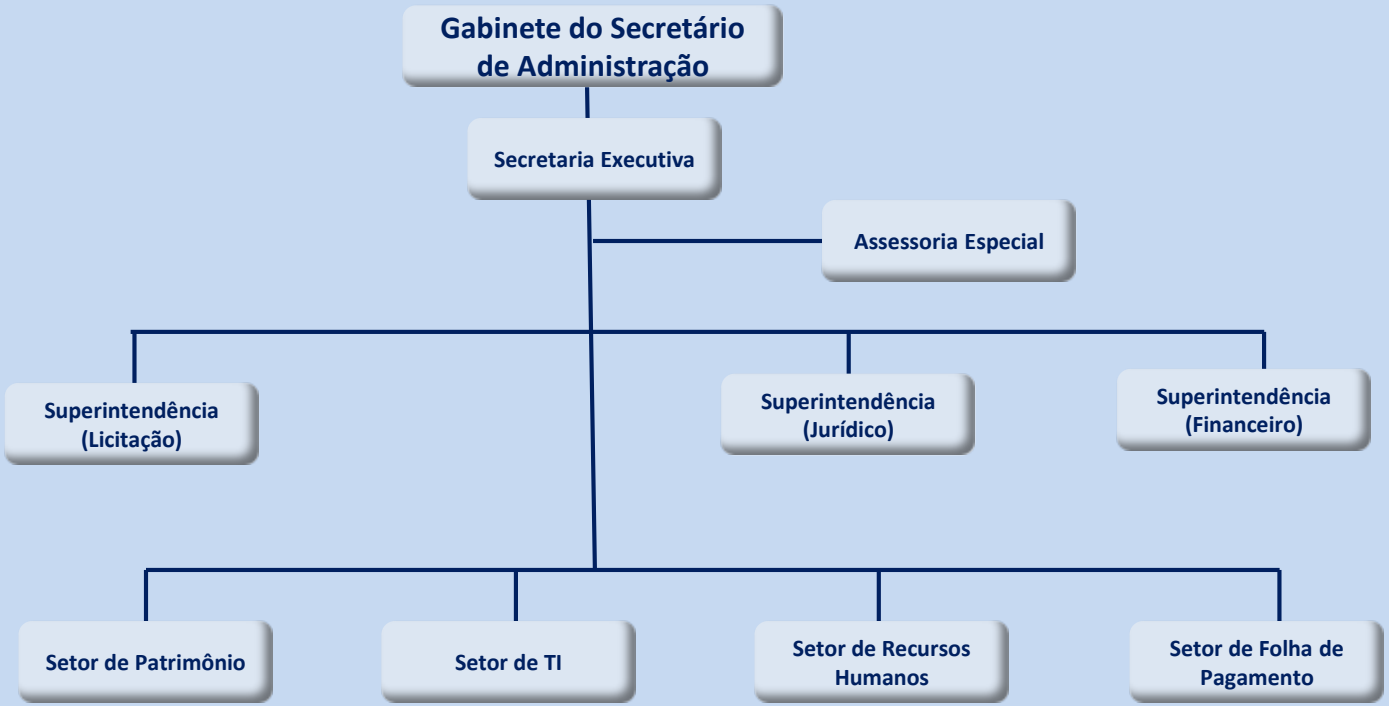Secretaria de Administração