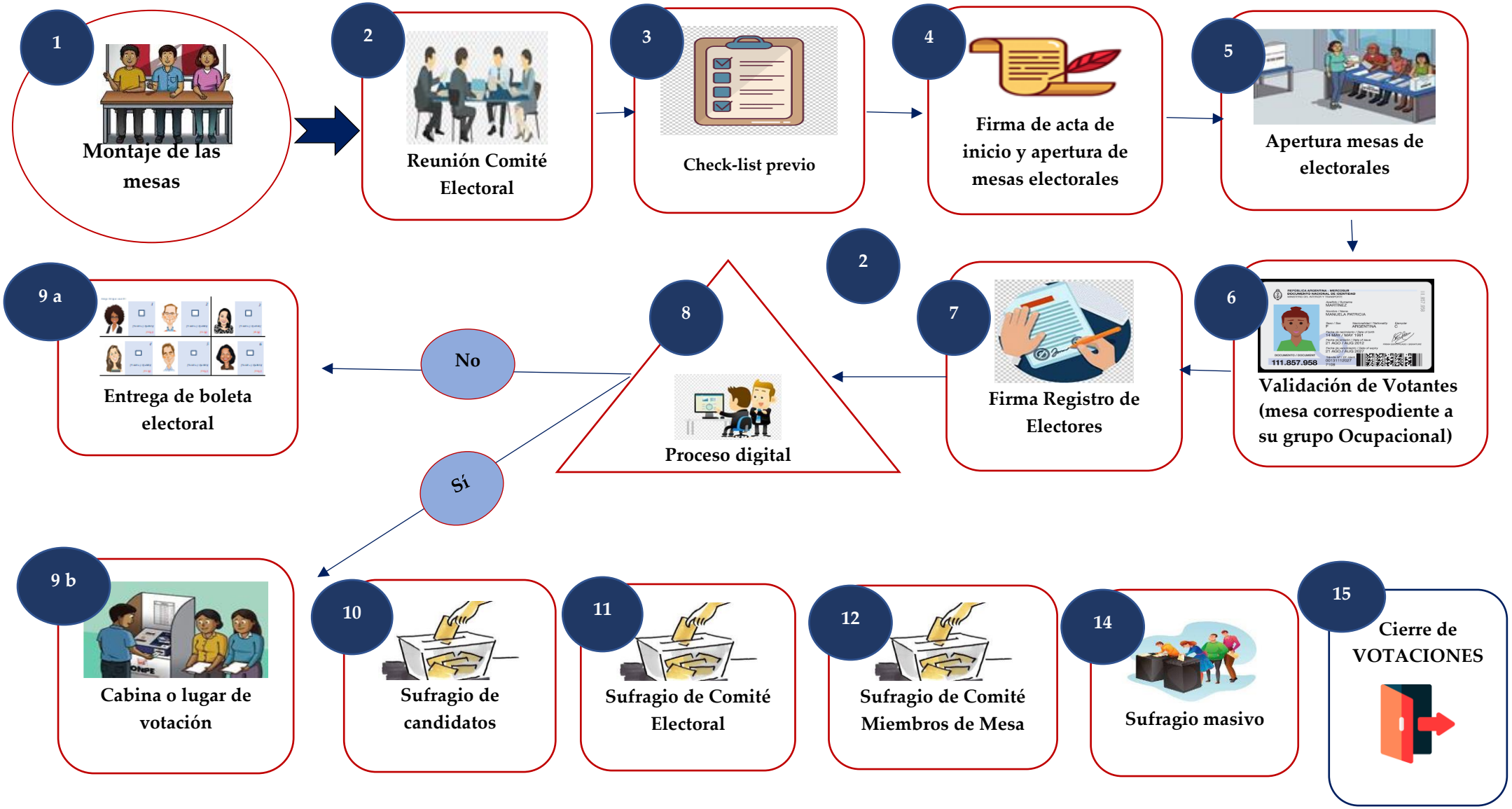INSTRUCTIVO DE VOTACIÓN INSTUTICIONAL DEL PROCESO MANUAL