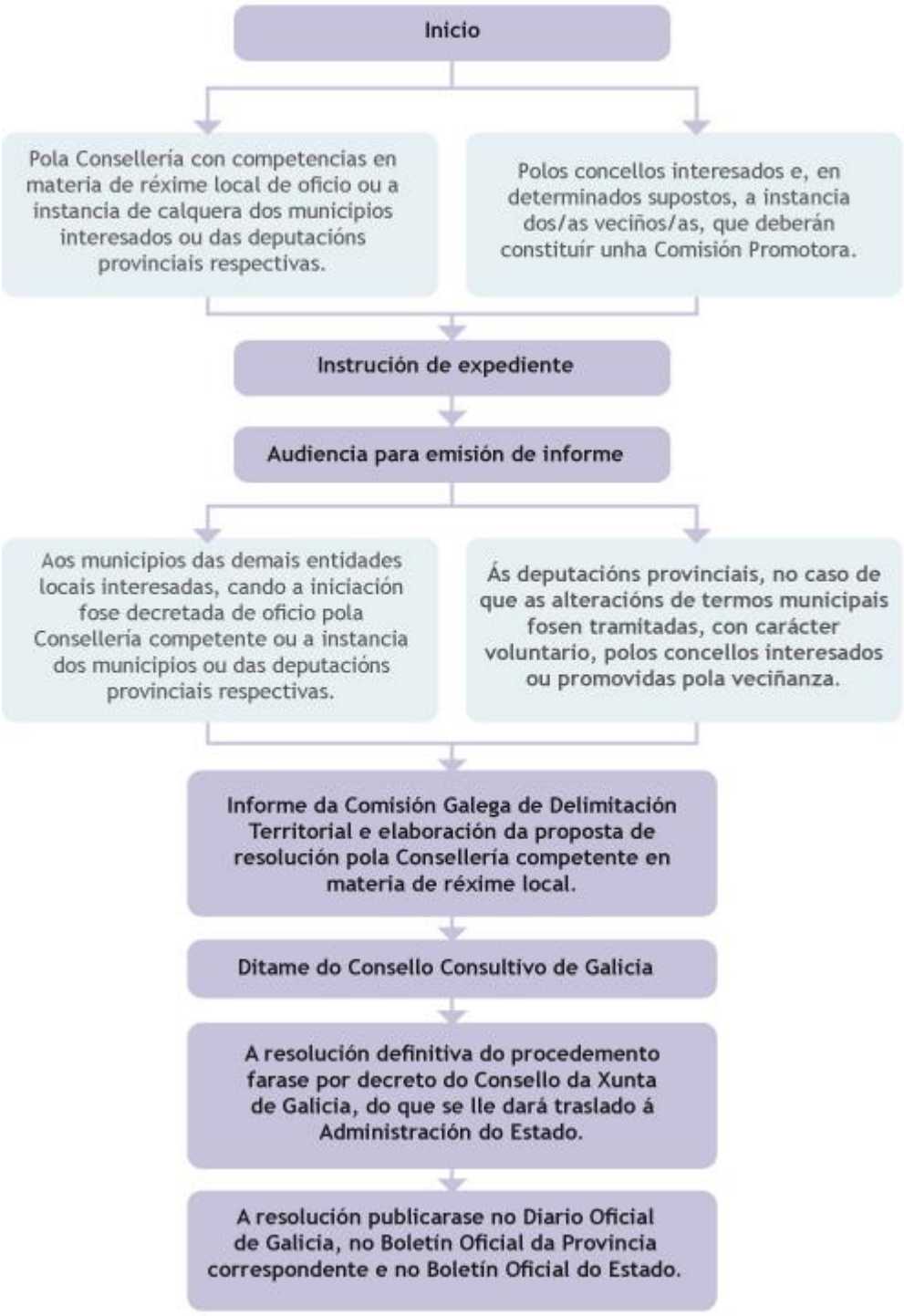PROCEDEMENTO COMÚN