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April 12, 1994
April 11, 1994

MEMORANDUM NO. 41
Series of 1994

T O: Dr. Salvador C. Dagoy - CSR
T O: Mrs. Lourdes B. Cano - EDC
Mrs. Bonita T. Montes - ODREx
Mr. Silvestre F. Buzon - OAA
Mr. Sergio C. Abenidos - PICRO
Ms. Mildred C. Licayan - ODREx
SUBJECT: Personnel Audit of the Support Offices - ODREx
Mr. Reynaldo P. Monreal - ODREx

SUBJECT: With Mrs. Cano as Chairman, please constitute yourselves into an Ad Hoc Committee to perform personnel audit of all support offices. Specifically, your duties include:
With Dr. Salvador C. Dagoy as Chairman, you are directed to constitute an outline in detail the functions of the office and how said functions are supposed to be distributed;

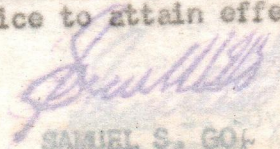
The 2. To summarize the individual duties of staff in every June 30, 1993 offices and compare it with the overall functions of the office;

This supercedes Memorandum No. 263 issued on December 20, 1993. To recommend assignments/reassignments/transfers of staff from one office to another and/or redistribution of functions within an office to attain effectiveness and efficiency.

Please be guided accordingly.

cc: Records
File

cc: Dr. N. P. Pascual


SAMUEL S. GO
President


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President