



23 January 2019

MEMORANDUM CIRCULAR NO. 11
Series of 2019

T O: Job Order (JO) Workers
Concerned Heads of Departments/Units/Offices

R E: 2nd Orientation-Workshop for JO Workers

Since not all Job Order Workers have attended the Orientation-Workshop last January 15, 2019, there will be a second batch of orientation-workshop to be conducted by the ODAHRD on **January 28, 2019** at the 1st Floor CCE Building (**8:00 AM to 5:00 PM**).

In view of this, JO Workers belonging to the Trades and Crafts group, IGP offices and other JOs who have not attended the first orientation workshop are requested to attend this important activity. Heads of department/office/unit are requested to allow their JOs to attend this orientation workshop. Please submit the names of your JO who will attend to ODAHRD c/o Ma. Fe M. Gayanilo or Jennifer E. Ando for budgetary purposes.

Please be guided accordingly.


EDGARDO E. TULIN
President