

January 30, 1998

MEMORANDUM NO. 14
Series of 1998

T O: **Mrs. Bonita T. Montes** - *given personally 2/5/98*
Administrative Officer I

SUBJECT: **Affiliation at HRMDO**


You are hereby appointed as affiliate staff of the HRMDO to take care of the staff development activities of the office. While at HRMDO as affiliate staff, you shall be directly under the Administrative Officer V who now heads the Office.

In order to give you enough time to this new responsibility, your office time shall be divided as follows, subject to adjustments when necessary:

8:00 am	-	9:00 am	-	HRMDO
9:01 am	-	12:00 am	-	OVPA
1:00 pm	-	2:00 pm	-	HRMDO
2:01 pm	-	5:00 pm	-	OVPA

This shall take effect immediately until revoked.

Please be guided accordingly.


SAMUEL S. GO
President

cc: Dr. N. P. Pascual
Ms. Lourdes B. Cano } *given to Px Montes 2/5/98*
Personnel Officer - *q 2/5/98*
Records - *[initials]*
File - *[initials]*