

May 8, 1989

MEMORANDUM NO. 60
Series of 1989

T O: OIC and Staff
Planning and Development


R E: Preparation of Monthly Workplan

In order to have a basis for regular interaction with this office and to have a more systematic program of work, I am requiring each one from the Planning and Development Office to prepare a monthly program of work to be submitted to this office before the end of the month preceding the period covered by the plan. Such program of work must reflect individual targets and the corresponding strategies to achieve them. A brief accomplishment report reflecting any problem encountered must be presented at the end of each month together with the planned program for the next month. The staff may decide and recommend a common format for preparing the plan and the accomplishment. A different format may be adopted for the clerk.

If I see this technique beneficial in providing better guidance to the office in accomplishing its tasks and promoting interest in the work, it may be recommended for other offices to follow.

Please submit your target plans for the month of May by the 12th of this month. Your accomplishment report for May and target plan for June is due on June 2, 1989 but for the succeeding months, they will be due at the last working day of the month.

For compliance.


M. R. VILLANUEVA
President