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Office of the President

20 November 2004

MEMORANDUM NO. 268

Series of 2004

T O: Dr. Conchita A. Ito
Dean, College of Education & Agricultural Technology
LSU – Villaba Campus

R E: Skills Training Program
25 November 2004

Please recommend at least two Faculty members and two Research Assistants per department in the **College of Education and Agricultural Technology** to attend a Skills Training using modern technology to create job opportunities, promote health and safety and improve productivity and efficiency offered by Deutsche Motorgerate, Inc. at the CCE on 25 November 2004 starting at 9:00 a.m. until noontime. After the training, the participants shall be given a certificate as trainors.

Likewise, recommend another 2 laborers/administrative aide/utility personnel to attend the afternoon session at 2 o'clock at the same venue.


PACIENCIA P. MILAN
President