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Office of the President

20 November 2004

MEMORANDUM NO. 263

Series of 2004

T O: Dr. Dolores L. Alcober
Dean, College of Education

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** 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 2005 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