

Office of the President  
of the Philippines  
Malacañang

MEMORANDUM ORDER NO. 12

**AUTHORIZING THE CONDUCT OF A SKILLS AND TRAINING NEEDS ASSESSMENT WORKSHOP FOR COMPUTER USERS IN THE OFFICES/UNITS UNDER THE SUPERVISION OF THE EXECUTIVE SECRETARY**

The Information Technology Committee, in coordination with the Career and Personnel Development Division, Personnel Office, will be conducting a Training Needs Assessment Workshop for hands-on computer users from 8 A.M. to 10 A.M., Thursday, August 20, 1998, at the Social Hall 4<sup>th</sup> Floor of the Mabini Hall.

This workshop will provide the IT Committee with an evaluation of the skills level and training needs of the representative group of end users/beneficiaries of the new computer equipment and software in the process of procurement and/or installation.

In this connection, all Heads of Offices/Units are enjoined to send their hands-on computer users to attend this workshop. Send the names of the participants to the IT Committee, through the Career & Personnel Development Division, Personnel Office, not later than August 18, 1998.



**RONALDO B. ZAMORA**  
Executive Secretary

August 14, 1998



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Received

AUG 24 1998

Date