

Office of the President
of the Philippines
Malacañang

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MEMORANDUM ORDER NO. 475

**AUTHORIZING THE CONDUCT OF ORIENTATION COURSE FOR
NEW EMPLOYEES IN THE OFFICE OF THE PRESIDENT**

In order that our new employees will be fully aware of the existing office personnel policies and guidelines, Civil Service Law and Rules, office house rules and facilities, and other employee benefits and privileges, the Career and Personnel Development Division, Personnel Office, is hereby authorized to conduct an **Orientation Course for all employees appointed during the last quarter of 1997 to the first quarter of 1998, on April 27-May 4, 1998, 1:30-5:00 p.m., at the Social Hall, 4th Floor, Mabini Hall.**

This Orientation Course or modifications hereof, will be a regular activity of the Personnel Office.

In this connection, all new employees of the Office of the President (proper) are hereby enjoined to participate on official time in the above-mentioned five-day Orientation Course.


LUIS C. LIWANAG II

Senior Deputy Executive Secretary

Manila, April 17, 1998

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Date



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