

Office of the President
of the Philippines
Malacañang

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MEMORANDUM ORDER NO. 30

AUTHORIZING THE CONDUCT OF A COMPUTER SKILLS TRAINING AND APPRECIATION SEMINARS IN THE OFFICES/UNITS UNDER THE SUPERVISION OF THE EXECUTIVE SECRETARY

In line with the upgrading of the computer capabilities of the Office of the President, the conduct of a Computer Skills Training and Appreciation Seminars for all officials, heads of offices/units and technical and support staff of offices/units under the supervision of the Executive Secretary is hereby authorized.

The seminar is designed to improve the efficiency and productivity of said offices/units and upgrade the level of computer proficiency of concerned officials and employees.

Said seminar shall be an in-house undertaking and shall start on October 26, 1998.

In this connection, the Career and Personnel Development Division, Personnel Office, is hereby directed to oversee the implementation of the seminar. All concerned particularly those who underwent the Training Needs Analysis (TNA) last August 20, 1998, are hereby enjoined to attend.

For compliance.

By authority of the President:



RONALDO B. ZAMORA
Executive Secretary

October 20, 1998

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Date



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