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of the Philippines
Malacañang**

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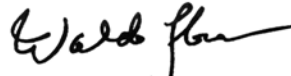
MFN 1LD 11659

MEMORANDUM ORDER NO. 110

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

Pursuant to Memorandum Order No. 60 dated May 2, 2002 and in order that our new employees may be made aware of the existing office policies and guidelines, civil service law and rules, office house rules and facilities, merit promotion system and other employee benefits and privileges, the Career and Personnel Development Service (CPDS), Personnel Office is hereby authorized to conduct regular orientation courses for new employees of the Office of the President Proper beginning July 24, 2003, and once every month thereafter until December 2003.

For the purpose of holding the first orientation course, new employees included in the attached list are hereby enjoined to participate on official time, 8:00 a.m. to 5:00 p.m. Heads of Offices concerned are requested to register subject employees with the CPDS, Personnel Office on or before July 18, 2003.



WALDO Q. FLORES

Senior Deputy Executive Secretary

Manila, July 17, 2003



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