


**Office of the President  
of the Philippines  
Malacañang**

**MEMORANDUM ORDER NO. 60**

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

Pursuant to M.O. No. 475, dated April 17, 1998, and 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, as well as traffic rules and regulations for our new drivers, the Career and Personnel Development Division, Personnel Office, is hereby authorized to conduct its regular Orientation Course for New Employees of the Office of the President on April 19-27, 1999 for the first batch and on May 10-18, 1999, for the second batch.

In this connection, all new employees whose names appear in the attached list are hereby enjoined to participate on official time in the said course, and should enlist with the Career and Personnel Development Division, Personnel Office, for the purpose, on or before April 15, 1999.

  
**RAMON B. CARDENAS**  
Senior Deputy Executive Secretary

Manila, April 15, 1999

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