

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

**PMS LIBRARY**  
MEN 10486

**MEMORANDUM ORDER NO. 60**

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

Pursuant to Memorandum Order No. 27, dated August 24, 2001, and in order that our new employees will be fully 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, as well as proper office cleanliness for our new utility workers, 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 May 14-16 & 21-22, 2002.

In this connection, all new employees are hereby enjoined to participate on official time in the said course. Heads of Offices are requested to submit their list of new employees from July 2001 to April 2002, to the CPDD, Personnel Office, on or before May 6, 2001.

  
**ALBERTO G. ROMULO**  
Executive Secretary

Manila, May 2, 2002

