AUTHORIZING THE CONDUCT OF LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS INTENDED FOR ALL TIMEKEEPERS OF THE OFFICE OF THE PRESIDENT (PROPER).

MEMORANDUM ORDER NO. 99, May 08, 2003

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In view of the need for all timekeepers of this Office to understand and deepen their awareness of the significance of the Leave Law, as well as to impart to them the dynamics of Leave Administration, the Career & Personnel Development Service, Personnel Office, in coordination with the Civil Service Commission, will conduct the abovementioned training course on May 28 and 29, 2003, from 8:00 a.m. to 5:00 p.m. at the Social Hall, 4th Floor, Mabini Building, Malacanang, Manila.

In this connection, please advise your designated timekeepers to attend, on official time the said training course.

(Sgd.) JOSE T. TALEDeputy Executive Secretary

Manila, May 8, 2003

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