MEMORANDUM

TO : ALL POEA OFFICIALS AND EMPLOYEES

RE : New Daily Time Recording System
New Identification Cards

DATE : 07 February 1996

In view of the installation of the new Daily Time Recording System, all officials and employees are requested to fill-up the attached information sheet for the issuance of the (bar coded) identification card.

Moreover, picture-taking for the colored 1x1 I.D picture is scheduled as follows:

**February 14 - Pre-Employment Service Office**

8:00 a.m - 9:00 a.m - Accreditation Branch
9:00 a.m - 10:00 a.m - Empl. Contracts Proc. Branch
10:00 a.m - 11:00 a.m - Marketing Branch

**Adjudication Office**

11:00 a.m - 12:00 noon - Adjudication Branch
1:30 p.m - 2:30 p.m - Recruitment Regulation Branch
2:30 p.m - 3:30 p.m - Legal Research Docket and Enforcement Branch

**February 15 (Thursday) - Welfare and Employment Office**

8:00 a.m - 9:00 a.m - Employment Branch
9:00 a.m - 10:00 a.m - Government Placement Branch
10:00 a.m - 11:00 a.m - Welfare Services Branch

**Licensing and Regulation Office**

11:00 a.m - 12:00 noon - Employment Regulation Branch
1:30 p.m - 2:30 p.m - Anti-Illegal Rec. Branch
2:30 p.m - 3:30 p.m - Licensing Branch
February 16 (Friday)

8:00 a.m. - 9:00 a.m. - Office of the Administrator
9:00 a.m. - 10:00 a.m. - Planning Branch
10:00 a.m. - 11:00 a.m. - Finance Branch
11:00 a.m. - 12:00 noon - Administrative Branch
1:30 p.m. - 2:30 p.m. - Electronics Data Processing Branch
2:30 p.m. - 4:00 p.m. - Coop. Casual Employees

For your information and guidance.

FELICISIMO O. JOSON, JR
Administrator
I.D. Information Sheet

Name__________________________  I.D. No._____________  GSIS #______

Position__________________________  Tel. No.___________  TIN #______

Home Address:__________________________________________

Person to notify in case of emergency:

_________________________________________________________

Address:__________________________________________________

Tel No.____________________________