MEMORANDUM

FOR       : All POEA Employees

DATE      : 03 February 1995

In view of President Fidel Ramos' directive to observe a 7:00 a.m. to 7:00 p.m. operation and considering that some units will be needing additional manpower to ensure continuous delivery of services to the public, we will be maintaining a pool of volunteer-employees who will be tapped to render overtime services when the need arises.

In this regard, interested employees are requested to accomplish the attached form and submit the same to the HRD Division not later than February 10, 1995. The HRD Division shall have the responsibility to give specific unit assignments to volunteer-employees.

It should be understood, however, that rendering of overtime services should not, in any way, prejudice operations of present unit assignment of volunteers.

FELICASIMO J. JOSO, JR.
Administrator

Forwarded to:

HRD 2/8/95