17 July 1994

TO: THE DIRECTORATE

SUBJECT: Observance of Protocol Re Special Orders

It has been observed that Special Orders (S.O.s), particularly those relating to personnel movements or assignments, have reached my office without passing through the proper channel. As a result, delays are incurred since my office has instructions to course all S.O.s through the Office for Management Services for proper coordination and monitoring of all personnel movements.

In this regard, the Directorate are reminded to observe proper protocol by coursing all Special Orders through the Office for Management Services.

For strict compliance,

[Signature]
FELICIANO D. JOSON, JR.
Administrator

[Additional notes on the page]