MEMORANDUM TO: All Directors  
All Department Heads

The Institute of Labor and Manpower Studies (ILMS), the research and training arm of MOLE, is in the process of ascertaining the training needs of all its attached agencies.

In this connection, all concerned are hereby directed to accomplish attached survey form by referring to the list of ILMS Staff Development Programs for 1985.

Duly accomplished survey form should be submitted to the Personnel & Records Division immediately.

For compliance.

PATRICIA A. STO. TOMAS  
Administrator

January 30, 1985