GASS OFFICE MEMORANDUM

TO: ALL CONCERNED

To maximize the use of all information technology (IT)-related equipment in view of the increasing need for the same, all those who like to use said equipment are required to inform the EDP for proper scheduling and usage. The EDP shall be the sole authority to turn over said equipment from one user to the other.

Further, all those who will use the auditorium for POEA functions other than the PDSP shall have to coordinate with the Administrative Branch also for proper scheduling and usage.

S. WALDEMAR V. VALMORES
Deputy Administrator for Management Services