MEMORANDUM

TO : ALL DIRECTORS IV AND DIRECTORS II
SUBJECT : INVITATION OF DK JENNINGS CONSULTING, INC. FOR A 1-DAY POWER CONFERENCE ON TIPS AND TRICKS IN USING POWERPOINT FOR POWER PRESENTATIONS
DATE : 31 July 2006

This refers to the invitation of DK JENNINGS Consulting, Inc., a regional partner of Microsoft for Enterprise Project Management to a one-day "Conference on Office Productivity on Tips and Tricks in Using Powerpoint for Power Presentations" to be held on 17 August 2006 from 8:00am – 5:00pm at the Crowne Plaza Galleria Manila, Ortigas Avenue corner Asian Development Bank Avenue, Quezon City.

The one-day Conference is divided into four (4) sessions with the following topics for discussions:

- Power Tips in Preparing and Delivering Power Presentations;
- Power Point Basics You Need to Quickly Get Started;
- Jazzing Up Your Presentation, and
- Preparing to WOW Your Audience.

A value-packed program of P300/session or a one-day package of P1,000.00 is being offered per participant which is inclusive of snacks and coffee. Participation to said program is limited hence, reservation will be on a first-come, first serve basis.

In this regard, may request you to identify and send one participant from your Office/Branch who will participate to the said PowerPoint seminar and submit it to the HRD Division not later than Monday, 07 August 2006.

For information and appropriate action.

CARMELITA S. DIMZON
Deputy Administrator
Management Services