MEMORANDUM TO: BRANCH MANAGERS

SUBJECT: JOB ROTATION

DATE: 04 December 1990

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In reference to the meeting of the POEA Directorate and Branch Managers with Undersecretary Nieves Confesor on 04 December 1990 for the purpose of drawing up smooth transition resulting from the job rotation provided for under S.O. No. 306, you are hereby reminded to divide your time accordingly between winding up your pending concerns with your old assignment (in the morning each day) and orienting yourself with your new assignment (in the afternoon of each day) from now until 07 December 1990. Within this period you are also encouraged to meet with your respective predecessor to facilitate your turnover.

This reminder is with the view of enabling the full assumption of new assignment by 10 December 1990, without prejudice to any subsequent extension of the adjustment period.

For your guidance,

CRESCENCIO M. SIDDAYAO
Deputy Administrator and Officer-In-Charge for Management Services

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