MEMORANDUM

TO: POEA OFFICIALS AND EMPLOYEES

RE: PROFESSIONAL GROOMING SEMINAR

DATE: 30 JULY 1996

In preparation for the wearing of the new set of POEA uniforms and in order to enhance the corporate image of POEA, everyone is invited to attend the Professional Grooming Seminar to be held on two consecutive Fridays, August 16 and 23 to be held at the Recreation Room. Below is the schedule of seminar per office:

**August 16, 1996**

9:00 am to 11:00 am - GASS
1:30 pm to 3:30 pm - PSO

**August 23, 1996**

9:00 am to 11:00 am - WEO
1:30 pm to 3:30 pm - LRO
3:30 pm to 5:00 pm - AO

Frontline offices should have skeletal force during their scheduled seminar. Those who cannot attend on a particular time schedule may attend during the timeslot allotted for other offices.

DANilo M. Coronacion
Deputy Administrator