MEMORANDUM

TO: ALL CONCERNED

SUBJECT: USE OF THE POEA AUDITORIUM AND OTHER FACILITIES

DATE: 19 August 1996

You are hereby reminded to observe the rules of discipline and decorum in the use of the POEA auditorium and its auxiliary lounge and dressing rooms, the recreation room, and other facilities of the Administration.

Smoking, eating, and littering are strictly prohibited inside the auditorium and the dressing rooms. Cleanliness must be maintained at all times in the POEA premises.

For compliance,