February 13, 1986

To: All Employers

The Personnel & Records Division (PRD) is in the process of updating its computerized Personnel Information System. In this connection, may we request everyone to accomplish an Employee Update Form and submit same to the Personnel & Records Division not later than February 21, 1986.

We wish to emphasize that a personnel record reflects not only the employee's personal circumstances but also his performance, achievements & even the problems that he may have encountered as he fulfills the tasks assigned to him. Efforts should then be exerted to keep every personnel record correct and up-to-date for it to provide relevant information.

Your cooperation regarding the matter is hereby enjoined.

[Signature]
Cresencio W. Sifnatao
Deputy Administrator
and
Officer-in-Charge