MEMORANDUM : To The Directorate

You are hereby instructed to designate caretakers to discharge the functions and responsibilities of your respective Division Heads and Branch Managers from 10 - 12 November 1993.

The Directorate is advised to bring their cellular phones to Tagaytay to keep in touch with their designated caretakers.

Moreover, you are expected to give a 15 minute presentation on your major thrusts and programs of your respective offices. The presentation is simply meant to inform the other offices of your plans for 1994. It should not include project details.

For compliance.

FELICISIMO O. JOSON JR.
Administrator