MEMORANDUM

FOR : ALL UNITS AND OFFICES

FROM : MANUEL G. IMSON
Deputy Administrator

RE : Centralization of Information Materials, Books

DATE : 03 April 1991

Consistent with the Administration's objective to provide researchers, POEA publics and employees better access to information, a library has been installed for this purpose.

In view of this, we would like to request each and every branch/unit of this Administration to furnish the library pertinent materials they have on overseas employment, research papers, statistics, legal books and journals, compilation of adjudicated cases and other information which may help researchers and library users with their data gathering.

As we also intend to centralize library functions, we would like to request that all legal books, books on the overseas employment program and other related matters to be surrendered to the library so as to make them readily available to the public and POEA employees.

For your immediate compliance.

MANUEL G. IMSON
Deputy Administrator