MEMORANDUM

TO : All Department Heads, Support Services Group
FROM : Deputy Administrator A. V. Maronilla
SUBJECT : Status Report on 1986 Activities

In the interest of the service and to provide the Administration with a data base for its monitoring program, it is hereby directed that all department heads under the Support/Administrative Services Group shall submit before 15 December 1986 a status report on their respective department's activities for the year 1986.

To ascertain priority activities which need urgent attention/completion before the year ends, preliminary reports should be submitted for discussion on 5 November 1986, at a 9:00 A.M. meeting in my office for which, you are also hereby notified.

For your information and guidance.

[Signature]
Deputy Administrator