MEMORANDUM ORDER NO. 18
Series of 1997

In order to facilitate the distribution of private/personal letters/communications of POEA personnel and in view of lack of manpower, a mailbox has been devised and is now in place near our Computerized Daily Time Recording Machine at the ground floor.

The mailbox is divided into six (6) compartments and each compartment has assigned letters arranged in alphabetical order. One has only to check his/her letters in the box where the first letter of his/her family name falls.

Visit and check our mailbox as often as you can. We hope you will find this system of receiving your letters a fast and convenient way.

FELICISIMO O. JOSON, JR.
Administrator

July 31, 1997