SPECIAL ORDER NO. 52
Series of 1991

In connection with Memorandum Order No. 20 Series of 1990 on Courtesy Campaign, the following are hereby designated as "Officer of the Day" on date indicated opposite their name:

NAME

01. ILAGAN, Marlisa
02. ROSALES, Corazon
03. FERNANDEZ Carmelita
04. RAMOS, Ligaya
05. LAUREL, Teresita
06. SAMSON, Eleonor
07. INDIONGO, Erminda
08. CRISOSTOMO, Virgilio
09. MIRABUENO, Lilian
10. RIVERA, Amada
11. HABOC, Julioet
12. NICOLAS, Leona Venus
13. STO. DOMINGO, Elmina
14. ALONZO, Melanie
15. PALIJO, Rosemary
16. LLAMOSA, Llorina
17. FABREDO, Juliete
18. ADALIA, Marilyn
19. SAN PEDRO, Marissa
20. TOLENTINO, Lilibeth
21. JAMER, Lydia
22. JIMENA, Nerissa
23. SALAMAT, Ramona
24. PINGOL, Generosa

Accreditation Branch 13 Feb. '91
Empl. Contracts Proc. Branch 14 Feb. '91
SF. Processing Div. 15 Feb. '91
BMD 18 Feb. '91
Mkt. Research & Standards Division 19 Feb. '91
Market Promo. Division 20 Feb. '91
Empl. Services Reg. Div. 21 Feb. '91
Labor Assistance Ctr. 22 Feb. '91
Licensing Eval. Div. 25 Feb. '91
Inspection Division 26 Feb. '91
Manpower Div't. Div. 27 Feb. '91
Recruitment & Doc. Div. 28 Feb. '91
Welfare Assistance Div. 01 Mar. '91
Welfare Assistance Div. 04 Mar. '91
LW. Processing Division 05 Mar. '91
Pol. & Programs Div. 06 Mar. '91
Budget Division 07 Mar. '91
Accounting Division 08 Mar. '91
Human Res. Dev't Div. 11 Mar. '91
Central Records Division 12 Mar. '91
Cash Division 13 Mar. '91
Data Bank Division 14 Mar. '91
Systems Dev't & Operations Division 15 Mar. '91
BMAD 18 Mar. '91

The "Officer of the Day" (OD) will be assigned at PACU from 8:00 A.M. to 2:00 P.M. and shall perform the following functions:

a. Answers questions from walk-in public and provide information required by the visitor;

b. Reminds and/or encourages the public to give their feedback on the quality of service received by accomplishing the proper forms and using drop boxes for the purpose;
c. Gives directions as to location of offices, employees and facilities of the agency;

d. Refers clients to appropriate office or officials or employees;

e. Submits weekly report on the names of employees reported for discourteous behavior, and other information.

For compliance.

JOSE N. SARMIENTO
Administrator

11 February 1991
rfm