SPECIAL ORDER NO. 181
Series of 1999

In the interest of the service and in line with the computerization of the OFW files at the Central Records Division, Mr. Juan Abejero, Data Encoder, is hereby directed to report to the said division, effective 03 May 1999.

As such, Mr. Abejero shall perform the following functions:

1. Encode at least four hundred (400) records a day or a total of at least eight thousand eight hundred (8,800) records a month;
2. Input and update documents of OFWs using the document imaging system;
3. Scan documents to be inputted in the document imaging system;
4. Issue copies of OFW records requested using the document imaging system;

For compliance.

REYNALDO A. REGALADO
Administrator

04.30.99