SPECIAL ORDER NO. 354
Series of 1994

In the interest of the service, the following employees are hereby directed to attend a Whole-Day Seminar Workshop on "Becoming a More Valuable Secretary," on November 26, 1994 (Saturday) from 8:30 am to 6:00 pm., at the Westin Philippine Plaza, CCP Complex:

1. Ms. Cynthia B. Villanueva
2. Ms. Ofelia Briones

As such, said employees are entitled to a registration fee of P1,500.00 each subject to the usual accounting and auditing rules and regulation.

For compliance.

FELICISIMO D. JOSON, JR.
Administrator

22 November 1994