SPECIAL ORDER NO. 390
Series of 1995

In the interest of the service, ATTY. GONZALO T. DUQUE, who has taken his oath of office as the Deputy Administrator for Welfare and Pre-employment Services, is hereby directed to assume the duties and responsibilities attendant to said position. Basically, this would mean exercising administrative supervision and control over the Pre-Employment Services Office and the Welfare and Employment Office. Moreover, as Deputy Administrator he is tasked to:

1. Advise and assist the Administrator in the formulation and implementation of policies, programs, functions of the Administration in the areas of employment, accreditation, processing welfare and marketing.

2. Assist in coordinating the operational activities of the Administration and is responsible to the Administrator for effective, efficient and economical administration.

3. Perform and assume the functions of the Administrator whenever designated and such other tasks which may be assigned to him from time to time.

For compliance.

FELICISTMO C. JOSON, JR.
Administrator

22 August 1995