SPECIAL ORDER NO. 03
Series of 1996

In the interest of the service, the following POEA Officials and employees are hereby directed to attend the Microsoft Excel Course which will be conducted by the National Computer Institute on July 15 - 19, 1996 from 9:00 am - 5:00 pm at the POEA Recreation Room, as follows:

1. Ms. Candida B. Vistro
2. Engr. Renato Limjucio
3. Ma. Rita B. Marbella
4. Zenaida Tan
5. Maribel Bento
6. Abelyn Caguicla
7. Elizabeth Mancilla
8. Minerva Narciso
9. Criselda Casas
10. Mirriam Pangan
11. Imelda Peras
12. Melody Buendia
13. Mirriam Bisenio
14. Augusto San Diego III
15. Melinda Clemente
16. Lydia Espinosa
17. Amelio Balingit
18. Victoria Cecilio
19. Johnson Bolivar
20. Genaro Dizon

Employee-participants are reminded to bring with them their own computer units for the duration of the seminar.

The abovementioned employees are reminded that certificates of completion will not be given by NCI should they fail to complete the 5-day session. Moreover, these employees should be able to echo the program to their co-workers after the seminar.

Interested employees not included in the list shall be accommodated should slots become available.

FELICISIMO O. JOSON JR.
Administrator

06/19/96