SPECIAL ORDER NO. **508**
Series of 1997

Further to Special Order No. 502, Series of 1997, the following are directed to attend the POEA Shootfest at NBI Firing Range, Tagaytay City on August 15 & 16, 1997.

Mr. Emmanuel Evangelio  
Ms. Carolinna Ragos  
Mr. Alex Espiritu, Jr.  
Mr. Daniel Foronda  
Mr. Antonio Balcos  
Mr. Manuel Ojena  
Mr. Dennis Ibay

For strict compliance.

[Signature]
FELICISIMO O. JOSON, JR.  
Administrator

13 August 1997
MEMORANDUM

FOR : Deputy Administrator Danilo M. Coronado

SUBJECT : Proposed Shipboard Familiarization

DATE : August 6, 1997

1. In order to gain enough understanding and knowledge of ship operations, the personnel of the Employment Branch shall undertake one day shipboard familiarization course on board MV AIMS, a training vessel, owned and operated by the Asian Institute of Maritime Services, that will be plying from Manila to Corregidor and vice versa.

2. This onboard familiarization will be conducted by the top caliber professors/marine officers of AIMS to orient our staff together with their cadets on the operation of the bridge, engine department, radio communication, galley, character of a training ship, deck and engine watchkeeping, and training equipment and the functions and duties of seafarers of all ranks.

3. The cost of this training is P400.00 per employee. The Branch intends to send 22 employees to undertake such familiarization.

4. The total cost of the training fees for 22 employees is P8,800.00, which shall be chargeable to the common training fund of the Human Resources and Development Division.

In view of the above, it is hereby requested that the employees of Employment Branch be permitted to undertake shipboard familiarization of one day and the allocation of training fee in the amount of P8,800.00 for 22 employees, and the attached Special Order be approved.

ATTY. JAIME P. CRIMENES
Director
Welfare and Employment Office