



MC No. 20, s. 1998

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Attendance of Government Personnel to GAAD Seminar-Workshop

The Government Administrative Officer's Association (GAAD) will conduct a seminar-workshop for the third quarter of 1998. The theme is "New Paradigm in Supervisory and Leadership Management for Administrative Officers".

Government personnel preferably administrative officers and administrative supervisors performing administrative duties and functions are hereby authorized to attend the workshop.

Participants shall be limited to two (2) personnel per agency subject to the availability of funds and the approval of their respective agency heads. Kindly confirm your participants' attendance with **Ms. Victoria S. Estrada**, President with Telefax No. 633-72-36.


CORAZON ALMA G. DE LEON
Chairman

May 22, 1998
HRDO

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