

Office of the President  
of the Philippines  
Malacañang

MFN 2009

MEMORANDUM ORDER NO. 316

AUTHORIZING THE CONDUCT OF ADVANCED COMPUTER PROGRAMS IN THE  
OFFICE OF THE PRESIDENT

In line with the acquisition by this Office of the second batch of computer units which will start the local area networking and other related information systems, the Career and Personnel Development Division, in coordination with the MCL Distributions Inc., our official computer distributor for OP second purchase, will be conducting the following computer programs starting October 24, 1995, at 9:00 a.m. to 4:00 p.m. at Room 309, Old GSIS Building:

I. Network Administration - (12) employees who are computer softwares/wordprocessing and troubleshooting experts, preferably those who have completed the course on Program Logic Formulation and members of OP IT Development Unit, created under S.O. No. 182, dated May 27, 1994, who will be or are at present assigned as User System Administrator in their respective offices/units.


II. Servers Course - (4) employees (One each and another as sit-in from Records, Finance, Accounting, and Personnel offices who will be assigned as server users/controllers in the aforementioned offices.

III. Access/Foxprow - (4) employees from Accounting, Personnel, Records and Finance Offices who have completed the course on Foxprow and Quatro Pro conducted by the CPDD and the NCC last year.

Due to the limited number of computer units for hands-on training (20 units for the training programs), the CPDD will be conducting another training along this line next year by January 1996. All those who are interested to participate but would not qualify may be allowed to sit-in during the session depending on the availability of seating spaces.


Those who meet the qualifications specified above will be accommodated. Please see Ms. EDWINA DAQUIUAG of the CPDD, Personnel Office, for more details.

  
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LEONARDO A. QUISUMBING  
Sr. Deputy Executive Secretary

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Received

JAN 12 1996 

Date

Manila, October 10, 1995