



Republic of the Philippines

MINISTRY OF  
NATURAL RESOURCES

June 29, 1981

SPECIAL ORDER

NO. 156  
Series of 1981

SUBJECT: Authorization of Melcor Virata of the Planning Service to attend the NCI Computer Courses from August 3 to December 11, 1981.

In the interest of the service, and in line with the career and manpower development program of the Ministry, Mr. Melcor D. Virata IRD Planning Officer is hereby authorized to undergo training on official time on the following computer courses conducted by the National Computer Institute at Camp Aguinaldo, Quezon City on the dates specified as follows:

<u>Courses</u>	<u>Inclusive Dates</u>
EDP Fundamentals Course (EDP)	August 3 - August 14 8:00 - 12:00 A.M.
Programming Fundamentals (PRG)	August 12 - September 25 8:00 - 12:00 A.M.
Systems Analysis and Design (SAD)	October 12 - December 11 1:00 - 5:00 P.M.

Inasmuch as classes are held only for four hours a day, Mr. Virata is expected to report to office for work for the remaining official time.

Registration fees and any other expenses incurred or to be incurred by the said trainee in connection with the courses mentioned above shall not be charged against the Ministry.

Under this Order, a terminal/course performance report shall be submitted to this Office, Attention: Training and Coordination Section, Personnel Division within thirty days (30) after completion of the above cited courses.

This Order takes effect only on the dates and time specified above.

By Authority of the Minister:

  
ARNOLD E. CAOILLI  
Acting Assistant Secretary  
for Personnel Management  
and Development

