January 4, 1985

SPECIAL ORDER
No. _3_

SUBJECT : <u>Authorizing the attendance of MNR employees
to the 1985 EDP Courses to be conducted by
the Ateneo Computer Technology Center and
the National Computer Institute (ACTC & NCI)</u>

In the interest of the service and to upgrade their technical knowledge in computer and information system technology, the following employees of the Management Information Services Unit (MISU) are hereby authorized to attend the 1985 EDP Training Courses of the **Ateneo Computer Technology Center** (ACTC) and the National Computer Institute (NCI), as follows:

NAME	COURSE	DATE	CONDUCTED BY
Flutarco Gozar	Basic EDP Concepts	January 14 – February 8	ACTC
	Basic Language	March 1985	ACTC
	COBOL Language	April 1985	ACTC
Julius Caesar Castillo	EDP Fundamentals	March 4 – 15	NCI
	Program Logic Formulation	April 15 – May 17	NCI
	COBOL	June 17 – July 19	NCI
Ma. Victorina Rodil	EDP Fundamentals	Feb. 4 – 15	NCI
	Program Logic Formulation	March 4 – April 5	NCI
	COBOL	May 6 – Jun 7	NCI

The attendance of the above-named employees shall be on official time, as such, they are each entitled for a registration fee and reimburseable transportation and miscellaneous expenses, chargeable against the funds of this Ministry, subject to accounting and auditing requirements.

ARNOLD B. CAOILI
Deputy Minister

RECOMMENDING APPROVAL:

JOSE C. NOGRALES
Assistant Minister for
Planning and Project Management