

Republika ng Filipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

January 18, 1984

MECS M E M O R A N D U M
No. 9, s. 1984

REGULAR MEETINGS OF THE MINISTER WITH CENTRAL OFFICE
STAFF AND REGIONAL DIRECTORS

To: Deputy Ministers
Assistant Secretaries
Bureau Directors
Regional Directors
Heads of Centers, Agencies and Units

1. Regular staff meetings will be held every Wednesday, starting January 25, at 12:00 noon at the MECS Conference Room. All assistant secretaries, bureau directors, heads of centers, agencies and units and the NCR Regional Director are requested to attend these meetings.

2. Regular meetings will be held with Regional Directors and Central Office staff on the first Wednesday of each month at 9:30 a.m. at the MECS Conference Room, except as may be otherwise announced. Regional Directors who are in Manila for other official business on the days when regular staff meetings are scheduled, are invited to attend such meetings.

3. A Deputy Minister shall preside over the meetings in case the Minister is unable to attend.

4. The regular staff meeting on January 25 shall cover financial and organizational matters including the 1984 and 1985 budgets and expense-reduction measures that may be adopted by each office. The first meeting of Regional Directors shall be held on February 1, 1984.

5. The office of the Information and Publication Service shall prepare the minutes of these meetings.

(SGD.) JAIME C. LAYA
Minister

Reference: None
Allotment: 1--(D.O. 1-78)
To be indicated in the Perpetual Index
under the following subjects:
MEETINGS
OFFICIALS

