

Pag-IBIG Fund
Corporate Headquarters
Petron Mega Plaza
358 Sen. Gil J. Puyat Avenue, Makati City

MEMORANDUM

FOR : **ALL CONCERNED HEADS**
Corporate Headquarters

FROM : **THE DEPARTMENT MANAGER III**
Human Resource Development Department

DATE : 12 November 2015

SUBJECT : **MICROSOFT (MS) PROJECT 2013 TRAINING**

We are pleased to announce the conduct of two (2) batches of the Microsoft (MS) Project 2013 Training on the following schedules:

Batch	Date	Venue
Batch 1	23-24 November 2015	Industrial Advancement Academy of the Philippines 708 2/F Adams Building Victoria cor. Escuella Streets Intramuros, Manila
Batch 2	26-27 November 2015	

The two-day program aims to develop the skills of the participants to automate reporting and monitor processes of various organizational projects that utilize the software. It will also provide learnings on Basic and Advanced applications of MS Project 2013.

Please note that participants who will be attending the program are required to conduct echo sessions within their assigned departments/branches.

Relative thereto, please remind the participants of the following:

1. Observe the pertinent provisions of Office Order No. 2011-12 dated 04 August 2011 Re: Modified Corporate Dress Code requiring employees and officials to observe the corporate dress code while attending seminars, workshops, off-station meetings, planning sessions and other similar functions.
2. Comply with all the activity requirements including the 90% minimum attendance completion level of the total training hours to qualify for a Certificate of Completion

3. Prolonged breaks will be noted when computing for the actual number of hours attended.
4. Late registrants will only be accommodated up to 9:00 a.m.
5. **Advise the Employee Career Management and Training Division (ECMTD) of any cancellation in participants not later than 12:00 noon of 16 November 2015 with proper justification duly noted by the concerned Department/Branch/Group Head. Moreover, corresponding expenses shall be charged to the personal account of the concerned employee for cancellation of attendance without prior notice.**

For other concerns on the program, you may coordinate with Mr. Chrisanto A. Canaza of the ECMTD at telephone number **422-3000** local **5020**.

Attached are the Roster of Participants.

Thank you.


MARIA JOYCE N. MERCADO-ROJAS

Noted:



DELIA D. ROBLES
Vice President
Human Resource Services Group