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RB 6/18/73
In reply, please address:



Republika ng Pilipinas
KAGAWARAN NG REPOUMANG PANSAKAHAN
(DEPARTMENT OF AGRARIAN REFORM)
Tanggapan ng Kalihim
Diliman, Lungsod ng Quezon
D-505

THE SECRETARY
Department of Agrarian Reform
P.O. Box No. 2993
Manila


(personnel)

DEPARTMENT MEMORANDUM CIRCULAR NO. 14 RB
Series of 1973

For the guidance of management and for record purposes, it is hereby directed that all employees of this Department, enrolled or hereafter to be enrolled in any school, college or university, immediately or upon completion of enrollment, submit to the personnel Division, through their respective Chief of Office, a copy of their approved registration card, indicating the subjects taken and the corresponding day and time schedule.

Upon completion of the degree pursued or when any academic credit for placement or promotional purposes is desired, the transcript of academic record or the report of rating, as the case may be, shall also be submitted, otherwise, no claim for additional academic qualification shall hereafter be entered into the employees' records, nor credit for such shall be given.

June 18, 1973.


CONRADO F. ESTRELLA
Secretary

PERS: 6-18-73
FR : pip

