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REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE MINISTER
MANILA

November 3, 1982

MINISTRY ORDER)

NO. **77**)
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SUBJECT: Purchase of Training Materials

TO: ALL Regional Directors
This Ministry

It has been observed that some regional offices are in the practice of purchasing training materials, such as Cassette tapes and/or other similar training materials without prior consultation from the Manpower Development Service.

To minimize unnecessary expenses, particularly in the purchase of materials to be used in the conduct of seminars and/or training for personnel development, it is requested that this matter be coursed through the Manpower Development Service, this Ministry, to determine if there is really an actual need for them and the quantity to be purchased.

In this connection, we wish to invite attention to the last paragraph of the 2nd indorsement dated October 27, 1982 of the Commission on Audit, as follows:

"This Office also observed that some regional offices decided to purchase without prior consultation with the Manpower Development Office (MDO), MPWH, to determine whether or not such material is necessary in the training of MPWH personnel. To avoid unnecessary training materials or items necessary for personnel development, the decision to purchase and the determination of the quantity to be purchased should be better left to the MDO for obvious reasons."

JESS S. HIPOLITO
Minister

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