

State of California

MEMORANDUM

TO: Departmental Training Officers
Personnel Management Liaison

DATE: July 13, 1988
Reference Code: 88-60

FROM: Department of Personnel Administration
Training and Development Division

SUBJECT: Annual Training Report

The Annual Training Report for fiscal year 1987/88 is due October 5, 1988. Attached is a copy of the format for the final report to the Department of Personnel Administration. Please submit summary information for your department in the categories listed. If your system does not produce the data required, attach a short note of explanation.

Final reports should be sent to:

Training and Development Division
Department of Personnel Administration
1515 S Street, North Building, Suite 105
Sacramento, CA 94244-2350

Attention: Marsha Sampson

If you have any questions about the report, please call Marsha Sampson at (916) 324-4056 (ATSS 454).



Patricia Pavone McDonald, Chief
Training and Development Division

