

# Download Office Procedure Manual Pmgsy Home Page

- 6 - GENERAL GUIDELINES Working Hours 9 Working hours of the office will be from 9-00 a.m. to 5-30 p.m. with half an hour lunch break from 1-00 to 1-30 p.m. or 1-30 to 2-00 p.m. as designated for different categoriesPartition Table (Part of the information starting at track 0 sector 0 of a disk which allows a computer to communicate with the disk Other items include the MBR- DBR- & FAT)