

OFFICE MEMORANDUM

Date: June 5, 1972

TO : Mr. James A. Colman, Teacher Education Advisor

FROM : Myron C. Thomas, Maintenance Advisor *mc Thomas*

SUBJECT: Monthly Report for the Month of May 1972

Problems:

No serious problems this reporting period.

Progress:

Letters were sent to the AC's of all ENI schools outside the Vientiane area, explaining what is hoped to be accomplished during the Teacher Training Summer Work Program. The letter further pointed out working hours, salaries, and when program was to begin and end. A prognostication of those supplies needed to carry out the work was made, and 203's sent to SMB to have supplies shipped to each school.

The contract for the repair of roof was completed in April. The roof has been periodically checked for leaks since the coming of heavy rains, and no leaks have been found.

The replacement of all broken glass in English Section building has been completed.

Survey of buildings of K14-9 was completed to decide priorities for Summer Work Program with Mr. Case Keur and Mr. Onsy.

On May 13, a trip to Ban Keun was made with Mr. Colman, Mr. Onsy, and Mr. Phansy (Deputy Director of Teacher Training, MoE), to inspect roof torn from main building by windstorm (typhoon). A.P. TT-2-015 was written and approved, roofing sheets were obtained from SMB and the work was speedily completed.

Mr. Onsy used school truck to take supplies for Summer Work Program to Kene Thao the last week in May.

The writer was on leave from 26 May to June 1.

EDU:MCThomas:sd