ORGANIZATION MANUAL

OF THE

ADMINISTRATIVE DEPARTMENT OF PUBLIC SERVICE - D. A. S. P.

GOVERNMENT OF THE UNITED STATES OF BRAZIL

The compillation of this Manual was dully authorized by Dr. JOÃO GUILHERME DE ARAGÃO, Director-General of DASP.

PBAD/USOM/Rio de Janeiro, BRAZIL

May, 1959

INTRODUCTION

This Manual of DASP organization was prepared by PBAD, USOM/Brazil primarily for the information and use of American technicians assigned to the United States technical assistance program in Brazil.

It complements a translation, also made by the PBAD, of the powers and functions (Regimento) of DASP approved by Decree No. 41.955 of August 3, 1957. The Manual contains sections descriptive of functions of DASP components, brief descriptions of functions of the organizations working together with DASP, organization charts and personnel lists of each component. The organization charts are projections of DASP organization approved by referred Decree, with exception of Technical Office of the University of Brazil (ETUB), which organization chart was provided by the Chief of that Office.

Similar information, resulting from inquiries and study of decrees, rules and regulations, is provided relative to organizations working together with DASP. These organizations are:

1 - Commission of Accumulation of Positions (C.A.C.)
2 - Commission of Admission of Piece Work and Contract Employees (CATC)
3 - Commission of Work Simplification (COSB)
4 - Work Group for Brasilia (GTB)
5 - Technical Office of University of Brazil (ETUB)

Difficulty was encountered in determining the most appropriate English words for a clear understanding of concepts observed in Brazilian government administration, particularly, with respect to relationships of employees with government. Although job titles in the Brazilian public service are sometimes similar to those in the U.S. public service, the duties of the positions are usually without much similarity. Job descriptions are not used in Brazilian public service, however, for purposes

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of this study, very brief descriptions were made of each job to relate its title to the nature of the duties performed. Identical situations occur with respect to status of employee, types of leave, allowances and movement of employees from one government agency to another. The personnel lists identify and provide data concerning each DASP employee. Also, employees of ministries on detail in DASP are listed; however, a great number of DASP employees are on detail to ministries, autarchies and government corporations and additional lists are provided identifying name, title and place of employment of these employees who belong to the DASP manning tables and are not performing duties in DASP.

Lists of definitions relative to allowances, job titles and status of employees, appearing in this Manual and covering a cross section of government personnel administration in Brazil, are included in the following pages.

Also, a glossary of Portuguese terminology used in the text is provided as an appendix to this Manual.

To the Director-General, Directors of Divisions and Services and Chiefs of Services and Sections of DASP and their staff, without whose full cooperation this Manual would not have been possible, the PBAD/USOM/B expresses its sincere appreciation.

May, 1959.

CROSS SECTION OF EMPLOYEE STATUS

Permanent	- Permanent employee (functionaire) is an employee appointed in a permanent character for a career position through examination. Title of permanent employee belongs to a class and the grade is indicated by letters.
Provisional	- Career employee appointed in a provisional character, when no candidate qualified by examination is available. He should submit to examination within 2 years or whenever the first examination is open, to become a permanent employee.
Supernumerary	- Supernumerary is an employee exceeding the regular manning-tables. His admission is made on a temporary basis for series of function (careers) of an auxiliary nature. He is admitted to public service through qualification test. After 5 years in service, a supernumerary employee has the same rights as a permanent employee. (Supernumerary with status of permanent employee). Title of supernumeraries belong to a series of functions and the grade is indicated by reference numbers.
Position in Commission-CC	- Appointment made directly by the President of Republic for positions such as minister, director of department or division, president of autarchies and heads of agencies. These positions do not belong to a career and their fulfilment is transitory. May be compared to the excepted positions in U.S. civil service. Holder of a CC, if he is a career employee, or supernumerary with status, returns to previous position when he discontinues position in commission.

CROSS SECTION OF JOB TITLES

Administrative Technician	- Career position
Administrative Assistant	- Supernumerary position
Assistant	- Supernumerary position
Technical Advisor	- Career position, equivalent to Administrative Technician

Different designations for the same category of positions which vary only in grade of difficulty. Supernumerary positions of this category are auxiliary to the career positions.

Description

In agencies of general administration, they develop activities related to research, study, analysis, preparation, coordination, control and organization.

Administrative Officer	- Career position
Administrative Aide	- Supernumerary position

Supernumerary position auxiliary of career position.

Description

Exercise control over application of laws, regulations and norms of general or specific administration. Assist in the execution of studies and administrative works of a technical nature.

Clerk	- Career position
Clerk Typist	- Supernumerary position
Office Aide	- Supernumerary position
Aide	- Supernumerary position

Supernumerary positions are auxiliary of career positions.

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Description

Execute activities of an administrative nature as relating to the application of laws, regulations and norms in general.

Typist - Career position

Description

Performs specifically typing work.

Operator - Supernumerary position

Description

Executes works related to the operation of office machines.

Time Keeper - Supernumerary position

Description

Exercises control over attendance of employees, through operation of Time-Clock. Actually, employees with this title perform general administrative work.

Inspector - Supernumerary position

Description

Refers to inspection of operations. Actually, employees with this title perform duties equivalent to those of Clerk, Clerk-Typist and Administrative-Officer.

Writer - Supernumerary position

Description

Performs work relative to official release of information. Prepares writings, and organizes publications.

Editor - Supernumerary position

Description

Performs work relative to revision of originals and revises, from typographic,

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grammatical, technical and artistic points of view, materials for printing, speeches, conferences and other processes of information.

Assistant Librarian - Career position requiring diploma
Library Aide - Supernumerary position not requiring diploma

Description

Perform professional work in libraries.

Filing-Clerk - Career position

Description

Organizes and maintains files and archives in public offices.

Medical Service Aide - Supernumerary position

Description

Helps in health treatment, applying injections, etc.

Draftsman - Supernumerary position

Description

Executes all types of drawing work including artistic, commercial and specialized drawing.

Accountant - Career position requiring diploma

Description

Performs professional accounting work.

Accounting-Clerk - Supernumerary position
Assistant Accounting-Clerk - Supernumerary position

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Description

Execute tasks relative to accounting, and book-keeping in public offices or agencies with any responsibility for collecting revenue, authorizing expenditures, administrating or guarding public assets.

Photographer - Supernumerary position

Description

Executes all types of photographic work.

Office Messenger - Supernumerary position

Description

Works under limited direct supervision. Supervises or coordinates the work of employees of a subordinate or equivalent category. Serves in offices of superior authorities, receiving and delivering papers and correspondence and transmitting messages. Provides for the conservation and cleaning of offices.

Janitor - Supernumerary position

Description

In charge of conservation of public buildings, installations and assets in these buildings. Guards show-cases, pieces of art, collections in museums, and scientific apparatus. Examines installations of buildings and provides for necessary repairs.

Caretaker - Supernumerary position

Description

Opens and closes doors and gates of access to offices. Exercises control over entrance and exit of persons and materials. Supervises the conservation of buildings and superintends cleaning work.

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Servant - Supernumerary position

Description

Performs cleaning and conservation work in public buildings, hospitals, colleges and other working places. Is responsible for the removal, arrangement and packing of materials, machines and cargoes.

Warehouse-Aide - Supernumerary position

Description

Works in storages or warehouses or performs activities related to estimates, acquisition, checking, receipt, arrangement, distribution and control of permanent and consumable materials used in public offices.

Artisan - Supernumerary position
Artisan Aide - Supernumerary position

Description

Perform activities related to utilization and treatment of metals, wood, materials of construction, etc., including also work of construction, manufacturing, setting, recuperation, conservation, fitting and control of functioning and utilization of engines of cars, railway-units and general navigation units, vehicles, machines, mechanical operations and soil research. Preparation of books and documents.

Carpenter - Supernumerary position

Description

Does all types of wood construction and repairs as related to conservation and maintenance of public offices, equipment and installations.

Chauffer - Supernumerary position

Description

Must be familiar with and be able to handle all types of automotive equipment. Transports personnel in automotive equipment as required.

CROSS SECTION OF ALLOWANCES

Ad - Additional payment - Employees with more than 20 years in public service is entitled to an additional payment equal to 15% of his salary for time in service. For more than 25 years in service the additional payment is equal to 25%.

FG - Gratified Function - Supervisory or chief positions are entitled to an allowance which is additional to a base salary, and is proportional to the importance of the assignment.

Rp - Representation - Employee with duties in a Secretariat or office of director receives a gratification for representation. Gratification is an allowance paid to an employee for the performance of special services or functions, that is in addition to his base salary.

SF - Family Allowance - Employee, active or retired, is granted an allowance equal to Cr$250.00 for each dependent member of his family (spouse, children under 21 years of age, invalided children, a single daughter without income). Even when employee is not receiving salary (LWOP) family allowance is maintained.

N O T E

The information contained in the following pages was compiled before January 1959. In general, it may be considered up-to-date except with reference to salaries showed in the tables. As of January, 1959 salaries in public service received an increase of 30% as an adjustment to the current cost of living. As a matter of fact this provision was made on a temporary character as a compensation for the public service employees while awaiting the action of the Congress upon a pending Classification and Salary Plan.

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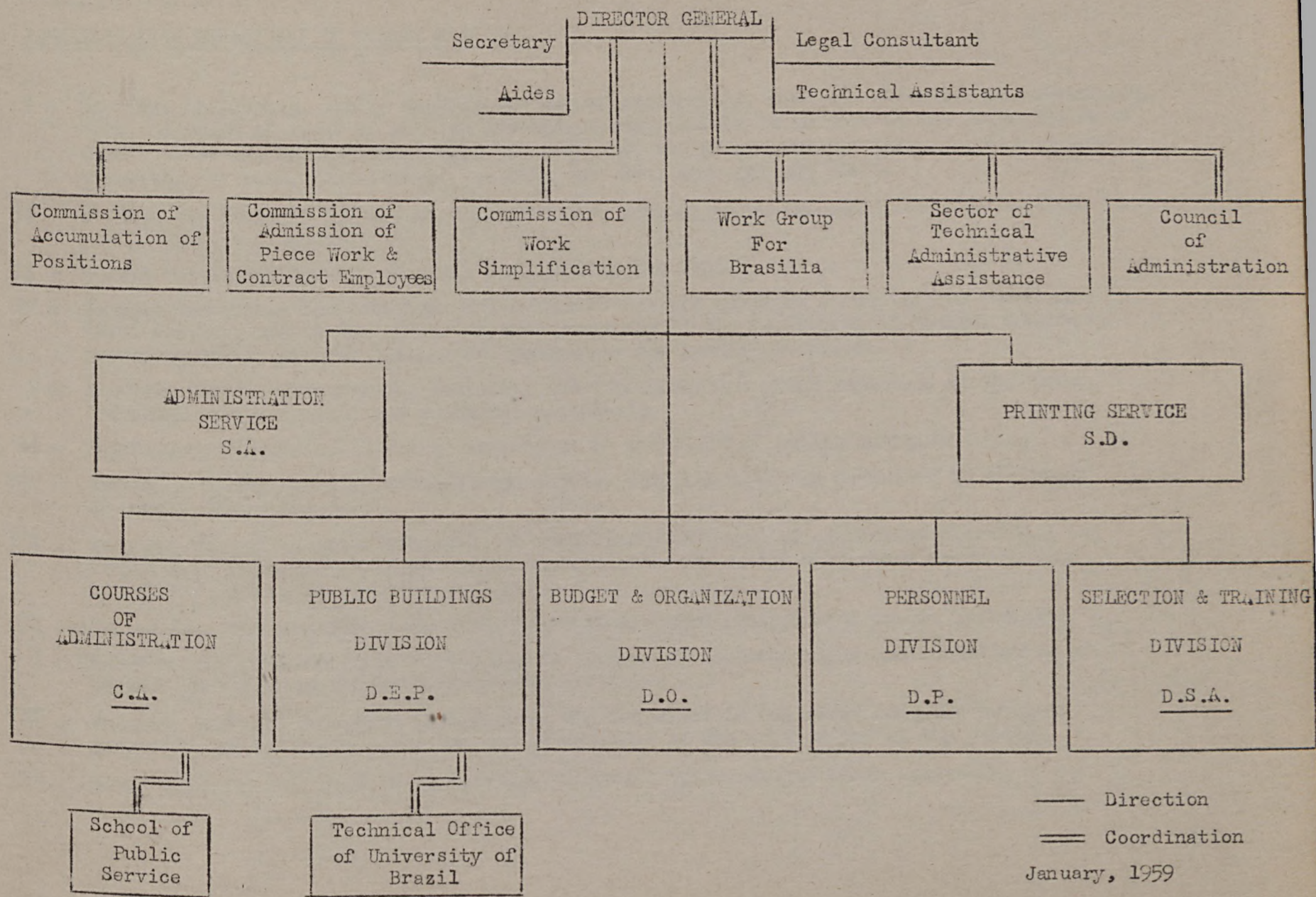
ADMINISTRATIVE DEPARTMENT OF PUBLIC SERVICE - D.A.S.P.



January, 1959

General Functions of

ADMINISTRATIVE DEPARTMENT OF PUBLIC SERVICE

I - Studies, thoroughly, public departments and establishments, with the objective of determining, from the point of view of economy and efficiency, changes to be made in the organization of public services, their distribution and grouping, budgetary appropriation, conditions and processes of work, relations of one with the other and with the public;

II - Studies and proposes systems of classification and pay of public positions and functions (cargos públicos e funções);

III - Guides the administration of civil personnel of the Union;

IV - Selects candidates for positions and functions (cargos públicos e funções) in the Federal Civil Service, except for administrative positions in the two Houses of Federal Congress; positions in the Federal Justice and professors for public education;

V - Provides for the preparation, training, and improvement of civil employees of the Union, imcluding administrative and technical personnel;

VI - Supervises programs of technical assistance in the field of public administration;

VII - Maintains relations with national and foreign entities that are dedicated to the study of public administration;

VIII - Proposes the appointment (nomeação) or admission (admissão) of candidates classified in examination (concurso) or test (prova de habilitação), except when other organization, by special laws, exercise this authority;

IX - Guides the construction, remodeling or adaptation and equipping of public buildings;

X - Examines projects and budgets relating to construction, remodeling and installation of offices in buildings utilized for public services;

XI - Suggests measures to assure that offices are installed in buildings adequate to their purposes, having in view economy and convenience of the service and of the public;

XII - Gives opinions over work plans relating to public buildings and their equipment;

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purposes, having in view economy and convenience of the service and of the public

XII - Gives opinions over work plans relating to public buildings and their equipment;

XIII - Collaborates, through request or agreement, in the study and improvement of state and municipal public services as well as organizations of indirect administration (administração indireta) ;

XIV - Prepares annually, in accordance with instructions of the President of the Republic, the budget proposal to be sent to the House of Representatives; and

XV - Supervises, by delegation of the President of the Republic, and in conformance with his instructions, the execution of the budget.

OFFICE OF DIRECTOR GENERAL - D.G.

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCES Cr$	STATUS
1. V.O. EDELMAN	Operator, R/24	Secretary	8,000.00	FG. 4,000.00	Supernumerary w/status
2. S. DA S. ROCHA	Clerk-Typist, R/22	Secretarial	7,000.00	FG. 1,200.00	"
3. C.L. DE A. LACERDA	Aide, R/22	Clerical	7,000.00	RP. 1,000.00	"
4. M.H. DE A. PEREIRA	Assist.Librarian R/21	Clerical	6,500.00	FG. 1,200.00	"
5. J.H. DE A. PINTO	Servant, R/20	Clerical	6,000.00	RP. 1,200.00	"
6. C.A. DE O. MELO	Servant, R/20	Office-Messenger	6,000.00	RP. 500,00 SF. 750,00	"
7. J.B. DE S. E SILVA	Servant, R/19	Office-Messenger	5,200.00	RP. 500,00 SF. 750,00	"
8. W.R. DA SILVA	Servant, R/19	Office-Messenger	5,200.00	RP. 500.00 SF. 750.00	"
9. M.V. SILVA	Servant, R/18	Office-Messenger	4,800.00	RP. 500.00	"
10. P.R. MARTINEZ	Servant, R/18	Office-Messenger	4,800.00	RP. 500.00	"
11. A.M. ALEGRE	Chauffeur, R/23	Driving	7,500.00	RP. 1,000.00 SF. 500.00	"
12. A.R. DE SOUZA	Chauffeur, R/25	Driving	9,500.00	RP. 1,000.00	"
13. E.A. DO AMARAL	Clerk-Typist, R/22	Clerical	7,000.00	RP. 1,000.00	"
14. A. DA SILVA	Clerk-Typist, R/23	Clerical	7,500.00	RP. 1,000.00	"
15. A.P. MACHADO	Clerk-Typist, R/22	Clerical	7,000.00	RP. 1,000.00	"
16. A.J. COELHO	Clerk-Typist R/22	Clerical	7,000.00	RP. 1,000.00	"

DASP - January, 1959

OFFICE OF INDUSTRIAL DEVELOPMENT - B.A.

N A M E	TITLE & GRADE	DEPARTMENT	SALARY PER MONTH	ALLOWANCE PER MONTH
1. V.O. ZIRIMU	Operator, A/24	Secretary	R 3,000.00	R4,000.00
2. S. D. B. GOBA	Clerk-Typist, A/22	Secretarial	R 2,000.00	R2,200.00
3. C.L. DE A. LEITÃO	Clerk, A/22	Clerical	R 2,000.00	R2,200.00
4. N.F. DA A. FIGUEIRA	Assistant Director A/24	Clerical	R 3,000.00	R3,200.00
5. A.H. DE A. FINTO	Servant, A/20	Clerical	R 1,000.00	R1,200.00
6. C.A. DE O. MEIO	Servant, A/20	Office-Messenger	R 1,000.00	R1,200.00
7. A.S. DE S. SILVA	Servant, A/19	Office-Messenger	R 1,200.00	R1,300.00
8. W.B. DA SILVA	Servant, A/19	Office-Messenger	R 1,200.00	R1,300.00
9. H.V. SILVA	Servant, A/18	Office-Messenger	R 1,200.00	R1,300.00
10. P.A. MARTINS	Servant, A/18	Office-Messenger	R 1,200.00	R1,300.00
11. A.M. AIRES	Chauffeur, A/23	Driving	R 1,500.00	R1,600.00
12. A.A. DE SOUSA	Chauffeur, A/23	Driving	R 1,500.00	R1,600.00
13. E.A. DO ALMAL	Clerk-Typist, A/22	Clerical	R 2,000.00	R2,200.00
14. A. DA SILVA	Clerk-Typist, A/23	Clerical	R 1,500.00	R1,600.00
15. A.F. MARTINS	Clerk-Typist, A/22	Clerical	R 2,000.00	R2,200.00
16. A.J. COELHO	Clerk-Typist A/22	Clerical	R 2,000.00	R2,200.00

OFFICE OF DIRECTOR GENERAL - D.G.

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCES Cr$	STATUS
17. J.M. dos S.A. CAVALCANTI	Adm.Tech. Class/N	Technical Assist.	16,000.00	Rp. 4,000.00	Permanent
18. H.B. COSTA	Adm. Officer Class/H	Technical Assist.	8,300.00	Rp. 5,000.00	Permanent
19. O.P. LOPES	Adm. Assist. R/26	Technical Assist	10,000.00	Rp. 3,000.00	Supernumerary w/status
20. A.E. DA SILVEIRA	Adm.Officer Class/O M.V.O.P.	Technical Assist	17,000.00	Rp. 3,000.00	Permanent
21. A.TORRES	Adm. Assit. R/28	Technical Assist	13,000.00	Rp. 1,800.00	Supernumerary w/status
22. E. SILVA	Adm.Officer, Class/N	Technical Assist	16,000.00	Rp. 1,500.00	Permanent
23. H.M.J. EBERHARD	-	Technical Assist	-	Rp. 1,000.00	-
24. A. MAURIN	-	Technical Assist	-	Rp. 2,000.00	-
25. L.S. PINTO	-	Technical Assist	-	Rp. 4,000.00	-

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OFFICE OF DIRECTOR GENERAL - E.S.

N A M E	TITLE & GRADE	NUM. PROMOTED	SALARY OF	ALLOWANCES OF	STA
17. A.M. Joe S.A.	Adm.Econ. Class/D	Technical Assist.	Rs.4,000.00	Rp. 4,000.00	Foreig
18. H.B. OKEIA	Adm. Officer Class/H	Technical Assist.	Rs.5,500.00	Rp. 5,000.00	Foreig
19. G.F. JONES	Adm. Assist. A/20	Technical Assist.	Rs.3,000.00	Rp. 3,000.00	Supervi w/ste
20. A.A. D. SILWEIRA	Adm.Officer Class/C H.V.O.A.	Technical Assist.	Rs.4,000.00	Rp. 3,000.00	Foreig
21. A.TOMAS	Adm. Assis. A/28	Technical Assist.	Rs.3,000.00	Rp. 1,800.00	Supervi w/ste
22. A. SILVA	Adm.Officer, Class/B	Technical Assist.	Rs.6,000.00	Rp. 1,500.00	Foreig
23. M.M.I. ESSLEHALD	-	Technical Assist.	-	Rp. 1,000.00	-
24. A. MARTIN	-	Technical Assist.	-	Rp. 2,000.00	-
25. L.D. LINTO	-	Technical Assist.	-	Rp. 4,000.00	-

D.S. - Japan

OFFICE OF DIRECTOR GENERAL - D.G.

DESCRIPTION OF DUTIES

1. Supervises the administrative and clerical work of the Office of Director General.
2. Substitutes for the Secretary (1) during morning period.
3. In charge of files. Helps in general work of the Office of Director General.
4. In charge of protocol, involving registration of incoming and outgoing documents and correspondence.
5. Prepares clippings of Official Organ (Diário Oficial) and fulfills clerical work.
6. 7. 8. 9. 10 - Perform custodial work and s erve as office-messengers.
11. 12 - Drive cars for the service of Director General and his Office.
13. 14. 15 & 16 - Perform clerical work in the Office of Director General.
17. 18. 19. 20. 21 & 22 - Provide technical assistance to the Director General.
23. 24 & 25 - Persons not employed in DASP, giving technical assistance to the Director General

DASP - January, 1959

OFFICE OF LEGAL CONSULTANT

N A M E	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCES Cr$	STATUS
1. C. DA S. DUARTE	Tech.Advisor, R/28	Legal Consultant CC/4	30,000.00	-	Supernumerary w/status
2. D.A. DE L.CARVALHO	Adm.Officer,Class/I	Secretary	9,100.00	FG. 3,000.00	Permanent
3. M.J. DE A. RAMOS	Aide, R/25	Typing	9,100.00	-	Supernumerary w/status

DESCRIPTION OF DUTIES

1. Gives opinions over processes submitted by Director General of DASP. Gives information to the Judiciary Power.

2. Attends to callers. Maintains files and records of legislation, legal decisions and opinions of the Legal Consultant. Makes record of publication of referred opinions. Controls outgoing and incoming papers. Reviews typing work and keeps file of papers originated in the Office of Legal Consultant.

3. Fulfills typing work of the Office. Substitutes for the Secretary (2) in her absence.

DASP - January, 1959

SECTOR OF TECHNICAL ADMINISTRATIVE ASSISTANCE - S.A.T.A.

N A M E	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCES Cr$	STATUS
1. G.M.H. DE M. GENTIL	Adm.Officer Class/H	Secretary	8,300.00	Rp. 2,000.00	Permanent

DESCRIPTIONS OF DUTIES

1. In charge of the Sector. Serves as Secretary to the Brazilian Coordination of Point IV Program. Participates in meetings, prepares minutes and correspondence, keeps files and performs all the work of the Sector. Also, participates in meetings of the Cultural Exchange Program with the French Government and handles all matters related to scholarships in public administration.

DASP - January, 1959

General Functions of

COUNCIL OF ADMINISTRATION - (C.Ad.)

I - Promotes greater coordination and efficiency of components responsible for organization, budgeting, personnel and public buildings construction;

II - Assembles to deliberate problems of organization, budget, personnel and public buildings construction; and

III - Functions with an absolute majority of its members and, within its consultative and directing competence, makes decisions by a majority of votes.

General Functions of

COMISSION OF ACCUMULATION OF POSITIONS - (C.A.C.)

In controlling dual employement in public service:

I - Makes judgements based on legislation in force, in cases of accumulation of positions;

II - Consults with specialists or specialized agencies in judging cases submitted to it, and makes necessary inquiries;

III - Submits its judgements to the decision of Director-General of DASP;

IV - Answers inquiries made by candidates applying for examination and test or by persons interested in legal clearance of situations involving position accumulation; and

V - Maintains files of judgments made by the Commission as well as of decisions of Director-General of DASP.

COMMISSION OF ACCUMULATION OF POSITIONS (C.A.C.)

M E M B E R S

1. A.D. DE CARVALHO ---------- Chairman, Public Attorney of Federal Court.
2. J. MEDEIROS ---------- Director, Administration Service (S.A.), DASP
3. J.R.P. DE MORAIS ---------- Administrative Officer, Ministry of Justice and Interior Business.
4. G.R. DE MELLO MATTOS ---------- Legal Assistant, Ministry of Agriculture on detail in DASP.
5. C.M. DA SILVA ---------- Technical Advisor, Legal Procedures Service, Personnel Division, DASP

S T A F F (DASP EMPLOYEES)

N A M E	TITLE and GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCES Cr$	STATUS
6. T.J.M. BARTHOLO	Adm.Assist. R./27	Secretary	11,500.00	300.00 per session held by CAC	Supernumerary w/status
7. L. AMARAL	Filing Clerk Class/F	Clerical	7,000.00	------	

DASP, January, 959

COMMISSION OF ACCUMULATION OF POSITIONS

DESCRIPTION OF DUTIES

1. Presides at the sessions held by the Commission.

2.)
3.) Study each particular case in order to make joint judgement.
4.) Consult with specialists and specialized agencies and conduct inquiries necessary to the
5.) work of the Commission.

6. Participates as Secretary in all sessions held by the Commission, preparing minutes, correspondence and carrying routine work pertaining to the Commission.

7. In charge of the files of the Commission. Fulfills typing work and helps in general work of the Commission, under the supervision of the Secretary . (See 2 above)

DASP - January, 1959

General Functions of

COMISSION OF ADMISSION OF PIECE=WORK AND CONTRACT EMPLOYEES (C.A.T.C.) - DASP

In controlling admission of supernumerary contract and piece-work personnel:

I - Works together with DASP as a coordinating body of the permanent commissions of admission of piece-work and contract personnel established in government agencies;

II - Reviews proposals, submitted by government agencies through their permanent commissions, for the establishment of piece work and contract jobs and admission of employees to these jobs;

III - Calls upon members of the agency's permanent commissions to present information necessary to formulate recommendations pertaining to proposals;

IV - Makes recommendations through DASP Personnel Division to the Director General of DASP as to the validity and acceptability of propos als;

V - Makes reconsideration of cases not agreed upon by Personnel Division of DASP.

COMISSION OF ADMISSION OF PIECE-WORK AND CONTRACT EMPLOYEES (C.A.T.C.) - DASP

MEMBERS

1. J. S. CARNEIRO ---------- Chairman, (Administrative Assistant specialist in O&M) Chief, Methods Section of Budget and Organization Division, DASP

2. A. BRAGA ---------- Reporting-Member, (Administrative Assistant specialist in Personnel Administration) Personnel Division, DASP

3. F. DE C. ALVES ---------- Member, (Administrative Assistant specialist in Budget Administration) Receipts Services of Budget and organization Division, DASP)

SECRETARIAT

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCES Cr$	STATUS
4. O.P. LOPES	Adm.Assist. R./26	Executive Sec.	10,000.00	RP. 3,000.00	Supernumerary w/status
5. L.A. CARDOSO	Clerk, Class/E	Clerical	6,500.00	SF. 1,000.00	Provisional
6. R.C.P. dos SANTOS	Clerk-Typist R/21	Clerical	6,500.00	SF. 500.00	Supernumerary w/status
7. E.M.R. DINELLI	Clerk-Typist R/22	Clerical	7,000.00	-----	Supernumerary w/status
8. O. PINHEIRO NETTO	Off.Messenger R/12	Messenger and Typing	3,800.00	-----	Supernumerary w/status

DASP - January, 1959

COMMISSION OF ADMISSION OF PIECE-WORK AND CONTRACT EMPLOYEES

DESCRIPTION OF DUTIES

1. Presides at sessions of CATC and designates reporting - member to sstudy the processes.

2. Studies all processes submitted to CATC and makes necessary recommendation to the Director-General of DASP.

3. Occasionally serves as reporting-member to the Commission and participates in the sessions.

4. Orients the work of the Secretariat and supervises personnel working in CATC.

5.)
6.) Perform clerical work including records and files.
7.)

8. Serves as a messanger and fulfills typing work in the Secretariat of CATC.

General Functions of:

GROUP WORK FOR BRASILIA (G.T.B.)

I - Carries out surveys of federal organizations to be transferred to the new capital;

II - Carries out surveys of components and personnel pertaining to organizations to be transferred to the new capital;

III - Studies means of communication to determine need of implementation and improvement in the existing facilities;

IV - Prepares and submits to the President of the Republic results of studies made and an annual report of its activities.

WORK GROUP FOR BRASILIA (G.T.B.)

1.	J.A.G. DE ARAGÃO	Chairman, Director-General, Administrative Department of Public Service - DASP.
2.	F.E. MAIA	Executive-Director, Director of the Mint. (Administrative Technician of DASP on detail in Ministry of Finance)

S E C R E T A R I A T

3.	M.H. TORRES MOTTA	Person in charge of the Secretariat, Administrative Officer Ministry of Finance.
4.	A. da C. GUIMARÃES FILHO	Consul, Ministry of Foreign Affairs
5.	D.V. DE ALENCAR	Administrative-Aide, Ministry of Health
6.	F.F. MARTINS	Clerk, Ministry of Health
7.	D.M. SOARES	Clerk, Ministry of Transportation and Public Works
8.	O.G. CORRÊA	Administrative Aide, Ministry of Labor, Industry and Commerce
9.	L. DA COSTA	Typist Class/D., DASP

DASP - January, 1959

General Functions of

COMMISSION OF WORK SIMPLIFICATION - COSB

In promoting the simplification of administrative procedures and methods in public service:

I - Studies the means to descentralize services and to assign responsibilities and authorities;;

II - Examines, together with the Organization and Methods Service (D.O.-4) of DASP, Ministry's Sub-Commissions and equivalent groups, the operations and methods used in public offices;

III - Proposes, to the Director-General of DASP, modifications of existing, or the establishment of new, methods and procedures;

IV - Supervises the work of Ministry's Sub-Commissions and equivalent groups, outlining, in collaboration with the Organization and Methods Service of DASP, systematized work procedures.

MINISTRY'S SUB-COMMISSIONS AND EQUIVALENT GROUPS

I - Each Sub-Commission or equivalent group, carries out in collaboration with representatives of respective agencies, research relating to a) legislation, b) functions, c) delegations of authority, d) work distribution, and e) evaluation of systems, pointing out duplication of functions, deficiencies, possibilities of eliminating unnecessary agencies and related management problems.

In relation to COSB, Ministry's Sub-Commissions and equivalent groups, the following are

General Function of

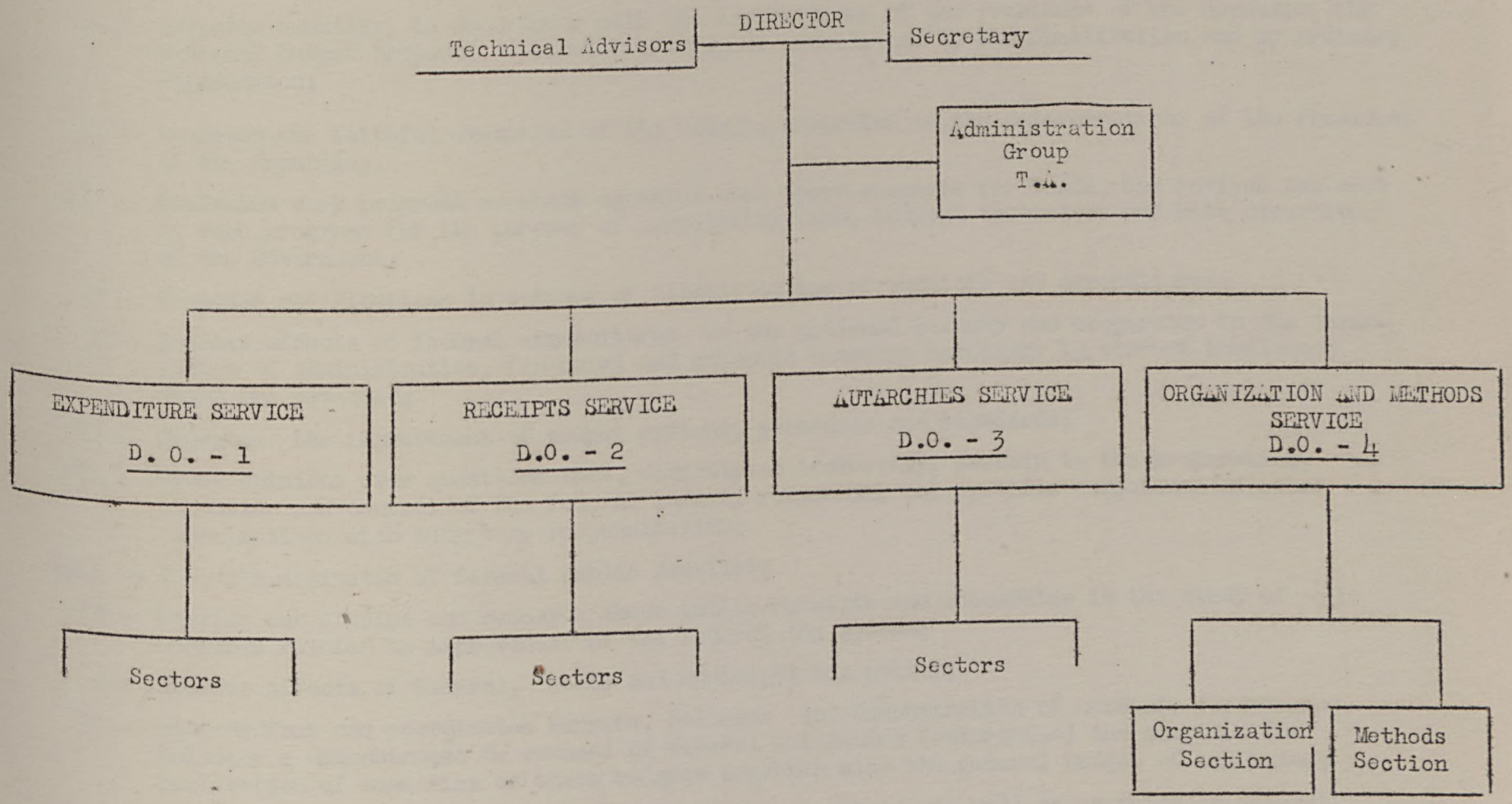
ORGANIZATION AND METHODS SERVICE - DASP

I - Assists and coordinates the work of COSB;

II - Organizes the work sectors necessary to carry out COSB functions;

III - Reviews work simplification projects and recommendations developed by Ministry's Sub-Commissions or equivalent groups and transmits them to COSB.

BUDGET AND ORGANIZATION DIVISION (D.O.)



DASP - Jan., 1959

General Functions of

BUDGET AND ORGANIZATION DIVISION, DASP

I - Prepares annually, in accordance with the instructions of the President of the Republic, the national budget proposal, observing principles established by the Constitution and by ordinary legislation;

II - Oversees the faithful execution of the budget, according to the determinations of the President of the Republic;

III - Evaluates work programs on which agencies base their requests for funds, and reviews the cost of such programs for the purpose of correlating them, between themwelves and with directives of the Government;

IV - Proposes modifications in schemes of classification of receipts and expenditures;

V - Studies affects of federal expenditures on the national economy and cooperates in the formulation of administrative, financial and economic measures necessary to correct imbalances which are revealed;

VI - Promotes the improvement of budget systems, processes and standards;

VII - Gives opinions over questions that, directly or indirectly, pertain to the preparation, execution and control of the federal budget, respecting the specific competence of other organizations with budgetary responsibility;

VIII - Prepares estimates of federal public receipts;

IX - Carries out studies and research about public receipts and cooperates in the study of measures related to improvement of the federal tax system;

X - Studies affects of federal, state and municipal tax policy;

XI - Standardizes and coordinates budgets, balances and demonstration of accounts (orçamento balanços e demonstração de contas) of federal autarchies (autarquias) and provides for publication of summaries of these budgets together with the general budget of the Union;

XII - Guides ministry budget offices and organization sections, as well as agencies in general, in matters of organization and budget;

XIII - Aids, when requested, states, municipalities and territories, autarchies and entities that carry out services of public interest, in studies relative to their budget administration and the organization and functioning of their service;

XIV - Studies policies and procedures of administration most adequate to the various sectors of public service;

XV - Suggests modifications of administrative organization necessary to carry out work programs of the government; and

XVI - Gives opinions, together with the Federal Purchasing Department of the Ministry of Finance, the Public Buildings Division of DASP and other interested agencies regarding plans for the installation of services and the equipping of offices.

BUDGET AND ORGANIZATION DIVISION - D.O.

OFFICE OF DIRECTOR

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. A.B. DOS SANTOS	Adm. Assist, R/30	Director CC-2	27,000.00	SF. 750.00	Supernumerary w/status
2. A.P. DE ALMEIDA	Adm. Aide, R/26	Secretary	10,000.00	FG 3.000.00	Supernumerary
3. H.C.Q. BITTENCOURT	Servant, R/19	Messenger	5,200.00	Rp 500.00 SF 500.00	Supernumerary
4. J.M. LIMA	Servant, R/17	Messenger	3,800.00	Rp 500.00	Supernumerary

DESCRIPTION OF DUTIES

1. Guides, directs and supervises the operations of sections under his direction; resolves management matters directly with the Director-General; attends sessions of the Council of Administration and reports matters relative to organization and budget administration; presents a report of activities of the Division to the Director General annually.
2. Receptionist for the Director, directs communications to the Director; replies to individual correspondence of Director; types or arranges for typing of papers drafted by Director; coordinates or executes any specific tasks assigned to her.
3. & 4. Serve as office-messengers.

DASP - January, 1959

BUDGET AN ORGANIZATION DIVISION - D.O.

OFFICE OF DIRECTOR ADVISORY STAFF

N A M E	TITLE & GRADE	JOB PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. H.E.S. DE OLIVEIRA	Adm. Off.,Class/L (M.A.)	Chief of Advisory Staff	13,000.00	FG 5,000.00	Permanent
2. B.U. BITTENCOURT	Adm. Tech.Class/J	Tech. Advisor	10,000.00	-	Provisional
3. C.T. GONÇALVES	Adm. Tech.Class/J	Tech. Advisor	10,000.00	-	Provisional
4. N.M. DOS SANTOS	Clerk, Class/E	Clerical	6,500.00	-	Provisional

DESCRIPTION OF DUTIES

1. Employee of Ministry of Agriculture (M.A.) on detail in DASP. Gives advice to Director of D.O. concerning processes relative to organization and budget guides and reviews processes studied by the assistants of Advisory Staff; reviews preliminary budget estimates and processes relative to budgetary execution; prepares special plans and revises general written materials of D.O.
2. Reviews preliminary budget estimates and texts of contracts and agreements.
3. Reviews processes relative to preliminary budget estimates and gives advice on legal matters.
4. Performs typing work and controls movement of processes.

DASP - January, 1959

ADMINISTRATION GROUP - (T.A.)

I - Coordinates its operations with the Communication and Materials Sections of the Administration Service (S.A.) in performing the work of the Division;

II - Provides for requisition and repair of material in use in the Division;

III - Controls the movement of papers within the Division, in accordance with instructions given by the Director;

IV - Carries out duplicating service, except that which is done by the Duplicating Section (S.A.-5) of the Administration Service.

D.O. - ADMINISTRATION GROUP - T.A.

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. L.P. COCCHIARALE	Adm.Off.,Class/H	In charge of T.A	8,300.00	FG 1,200.00	Permanent
2. M.L.M. DA R. PINTO	Clerk Typ., R/22	Substitute for person in charge of T.A.	7,000.00	-	Supernumerary
3. V. D'A. BRAGA	Clerk Typ., R/22	Supply-clerk	7,000.00	SF 500.00	Supernumerary
4. H.F. SODRÉ	Clerk Typ., R/23	Typing	7,500.00	-	Supernumerary
5. E. MATTOS	Clerk Typ., R/21	Typing	6,500.00	-	Supernumerary
6. T.M. DE A.G.TEIXEIRA	Clerk Typ., R/20	Typing	6,000.00	SF 500.00	Supernumerary
7. M.P. DE ANDRADE	Clerk Typ., R/20	Typing	6,000.00	-	Supernumerary
8. E.F. DE SANT'ANNA	Typist,Class/D	Typing	6,000.00	-	Provisional
9. E.L. DE OLIVEIRA	Clerk Typ., R/20	Typing	6,000.00	-	Supernumerary
10. I. PORTELA	Clerk Typ., R/21	Typing	6,500.00	-	Supernumerary

DASP - January, 1959

D.O. - ADMINISTRATION GROUP - T.A.

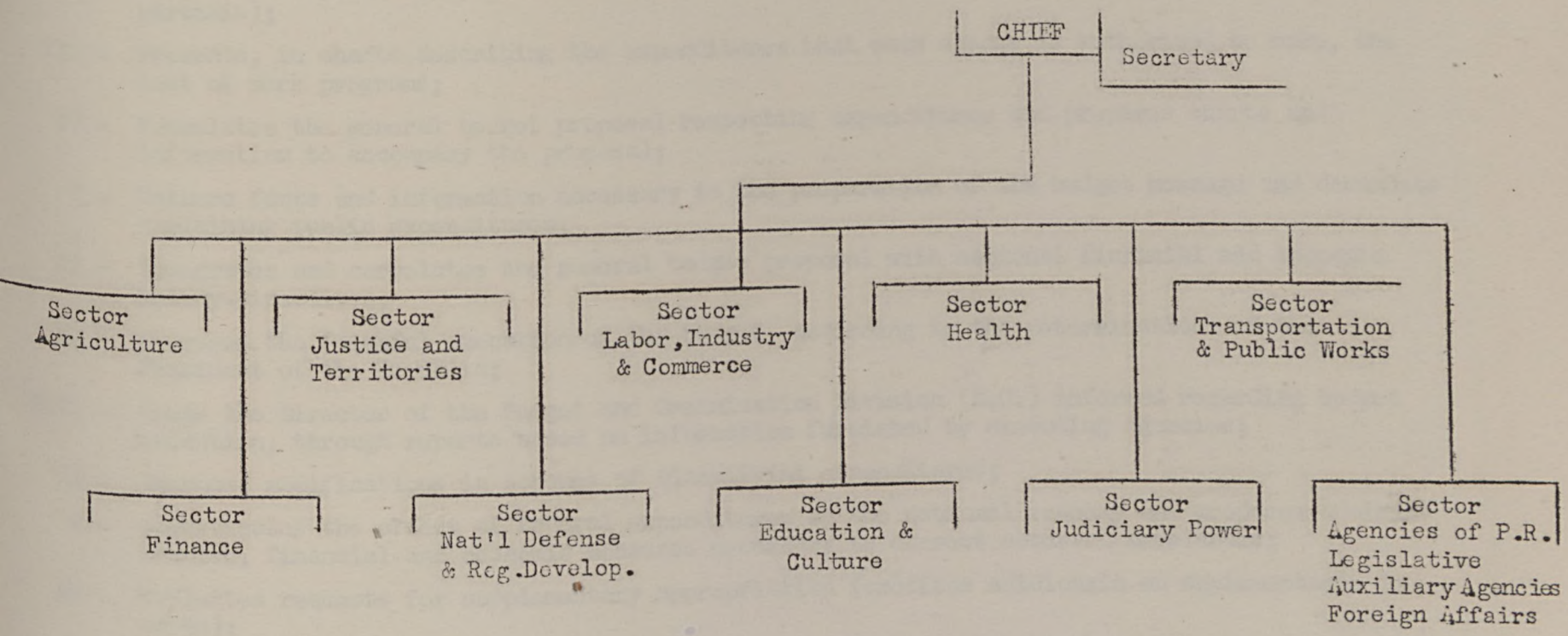
DESCRIPTION OF DUTIES

1. Guides and collaborates in the work of T.A. e.g. distributing publications and material pertinent to the Budget Proposal. Attends to persons seeking information concerning progress of processes or requesting publications and materials necessary to the preparation of budgetary proposals. Supervises general typing work of the Division.
2. In charge of processes. Collaborates in the work of the T.A.
3. Organizes collections of laws and official organs (Diários Oficiais) to be filed in T.A. Distributes office supplies. Collaborates in general work of the T.A.
4.)
5.)
6.)
7.) Perform typing work and collaborate in general work of the T.A.
8.)
9.)
10.)

DASP - January, 1959

Budget and Organization Division, D.A.S.P.

EXPENDITURE SERVICE (D.O. - 1)



DASP - Jan., 1959

Budget and Organization Division, D.A.S.P.

EXPENDITURE SERVICE (D.O.-1)

I - Effects detailed studies of budgetary proposals of expenditures presented by agencies;

II - Promotes meetings with directors of agencies for the purpose of adjusting, from a budgetary point of view, work programs included in budgetary proposals of the agencies (propostas parciais);

III - Presents, in charts describing the expenditures that each agency is authorized to make, the cost of work programs;

IV - Formulates the general budget proposal respecting expenditures and prepares charts and information to accompany the proposal;

V - Gathers facts and information necessary to the preparation of the budget message and documents explaining public expenditures;

VI - Integrates and correlates the general budget proposal with national financial and economic policy-directives;

VII - Oversees the faithful execution of the budget, according to the determinations of the President of the Republic;

VIII - Keeps the Director of the Budget and Organization Division (D.O.) informed regarding budget execution, through reports based on information furnished by executing agencies;

IX - Proposes modifications in schemes of classifying expenditures;

X - Investigates the affect of federal expenditures on the national economy and proposes administrative, financial and economic measures necessary to correct observed imbalances;

XI - Evaluates requests for supplementary appropriation (créditos adicionais ou suplementação de verba);

XII - Guides budget offices and agencies generally in matters within its competence;

XIII - Provides technical collaboration, whenever solicited, to the Budget, Finance and Economy Commissions of the National Congress;

XIV - Examines any other questions that directly or indirectly pertain to the preparation, execution and control of the federal budget, respecting the specific competence of other organizations with budgetary responsibilities; and

XV - Develops processes to control the making of expenditures.

N A M E	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. P.F. MAGALHÃES	Adm. Assist, R/30	Chief	15,500.00	FG 6,000.00	Supernumerary w/status
2. F.P. DE C. ALBUQUERQUE	" Assist, R/30	In charge of Health Sector	15,500.00	FG 4,000.00 Ad 3,875.00	Supernumerary w/status
3. H.E.DA M.ALBUQUERQUE	" Assist, R/29	In charge of Justice Sector	14,500.00	FG 4,000.00 SF 1,750.00 Ad 2,175.00	Supernumerary w/status
4. A. EASTENREITER	Adm. Assist, R/28	In charge Labor Ind.Com. Sector	13,000.00	FG 4,000.00 SF 250.00 Ad 1,950.00	Supernumerary w/status
5. F. DA SILVA	Adm. Assist, R/26	In charge of Health Sector	10,000.00	FG 4,000.00	Supernumerary w/status
6. G.J.DE SANT'ANNA	Adm. Aide, R/24	In charge Nat'l Defense Sector	8,300.00	FG 4,000.00 SF 250.00	Supernumerary w/status
7. H. DE S. FERRO	Tech. Adv., R/28	In charge of Judiciary Power Sector	13,000.00	FG 4,000.00 SF 500.00 Ad 1,950.00	Supernumerary w/status
8. M.A. N. CAVASONI	Adm. Assist, R/28	In charge of Agencies of P. R. Sector	13,000.00	FG 4,000.00	Supernumerary w/status

DASP - January, 1959

Continuation

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
9. A. TORRES	Adm.Assist, R/28	Assist to persons in charge of Sec.	13,000.00	Rp. 1,800.00 Ad 1,950.00	Supernumerary w/status
10. R.P. DO VALLE	Clerk Typist R/22	Secretary of Chief	7,000.00	FG 1,200.00	Supernumerary w/status
11. A.P. MACHADO	Clerk Typist, R/22	Assistant	7,000.00	Rp 1,000.00	Supernumerary w/status
12. J.G. PINHO	Account-Clerk, R/28	Assistant	13,000.00	SF 250.00	Supernumerary w/status
13. M. DO N. COELHO	Adm. Assist, R/27	Assistant	11,500.00	-	Supernumerary w/status
14. A.J. DE S. CASTRO	Adm.Tech.Class/J	Assistant	10,000.00	SF 500.00	Supernumerary w/status
15. C. VASCONCELOS	Warehouseman, R/26	Assistant	10,000.00	SF 250.00	Supernumerary w/status
16. M.L. SICUPIRA	Adm.Assist, R/24	Assistant	8,300.00	-	Supernumerary w/status
17. N.D. DE SÁ	Clerk Typis t, R/22	Assistant	7,000.00	SF 250.00	Supernumerary w/status
18. G.L.B. DE CARVALHO	Servant, R/13	Messanger	3,800.00	-	"

EXPENDITURE SERVICE - D.O.-1

DESCRIPTION OF DUTIES

1. Supervises the work of Expenditure Service.

2.3.4.5.6.7. 7 8. Organize and maintain up-to-date documentation pertinent to respective sector of activity, including the following items: 1) legislation; 2) organizational structure of public offices; 3) budgetary proposals; 4) copies of process, notifications, etc.; 5) copies of global appropriation allocations; 6) clippings of newspapers, technical magazines, etc.; 7) data relative to revenue collection furnished by technical organizations and organizations of economic-financial statistics. Prepare the Budget Proposal. Follow-up, when necessary, the printing of the Budget Proposal in National Printing Office. Furnish data and information, as well as prepare draft of reports, for the Presidential Budget Message. Collaborate in preliminary draft of process es, notifications, etc., giving necessary assistance to the Advisory Staff in the Director's Office. Assist in the preparation and execution of the Economy Program. Cooperate, when requested, with technical organizations of the National Congress during the voting of budgetary proposals. Make study and observation trips in the various states. Make periodical visits to public offices in the Federal District which integrate the budgetary proposals. Participate in periodical meetings to discuss matters related to budget administration. Furnish annual reports of activities, problems and general questions pertaining to the Sector of work; perform other work for the Division under guidance of the Chief of the Service (Nº 1).

9.11.15 & 16. Work directly with the Chiefs of Sectors, assisting them in the performance of their duties. Helping to develop the following activities: a) collection of data necessary to the preparation of supporting documents, which accompany the Budget Proposal; b) collection of data for the preparation of the Budget Message; c) review of typographic proofs of materials pertaining to the Budget Proposal.

10. Receptionist for the Chief of the Service. Directs communication to the Chief. Replies to personal correspondence of the Chief.

12 & 17. Follow up on the execution of General Budget of the Republic in the part related to the Economy Program, through transcription on proper cards. Collate data contained in Budgetary Proposals, Budgetary Laws and General Balances of the Republic, as requested by the Chief of the Service.

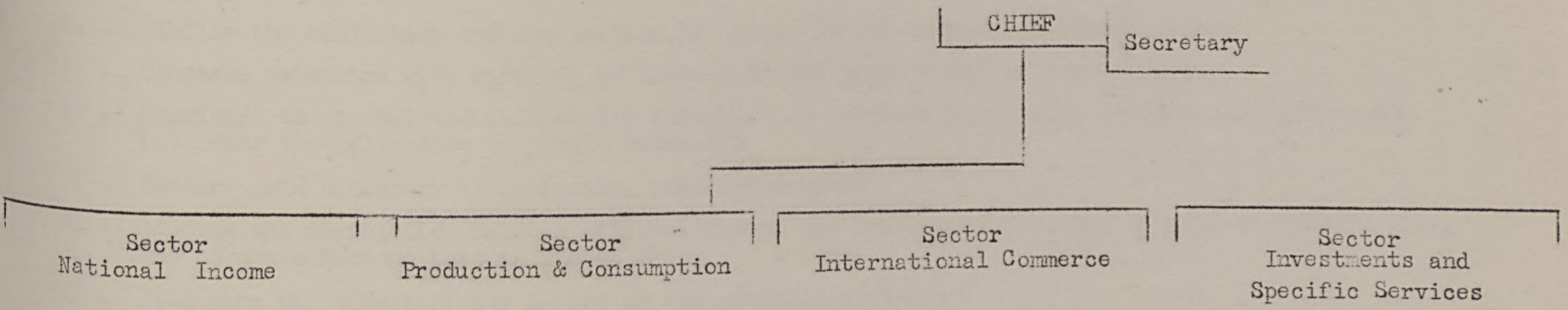
13. Examines the official organ (Diário Oficial) and the Congressional organ (Diário dooCongresso) for all data (laws, decrees, circulars, etc.) of interest to the Sectors of D.O.-1.

14. Examines data contained in budgetary proposals, budgetary laws and General Balance of the Republic; Reviews typographic proofs of materials prepared by D.O.-1.

18. Performs services as messonger.

Budget and Organization Division, D.A.S.P.

RECEIPTS SERVICE (D.O. - 2)



DASP - Jan., 1959

Budget and Organization Division, D.A.S.P.

RECEIPTS SERVICE (D.O.-2)

I - Prepares estimates of the receipts of the Federal Union for each fiscal year (exercício financeiro);

II - Studies the collection and composition of receipts for successive fiscal years;

III - Compares estimates with receipts collected, identifying causes of variations;

IV - Clarifies and correlates information furnished by collecting agencies (órgãos arrecadadores), regarding the collection of public receipts;

V - Gathers data necessary in estimating public receipts;

VI - Studies the correlation between national income and government revenue, as well as between these and economic factors that influence them;

VII - Evaluates the affect of tax policy on the national economy;

VIII - Carries out studies to improve methods of estimating public revenue;

IX - Proposes alterations in the classification of receipts;

X - Indicates new sources of income in order to meet extraordinary or special financing or to cover increases in general expenditures;

XI - Observes the progress of budget execution as related to public receipts;

XII - Examines all questions relative to federal budget preparation and execution, as they relate to public receipts; and

XIII - Answers questions presented by collecting agencies in matters within its competence.

N A M E	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. A.S. AVILA	Accountant, Class/O (M.F.)	Chief	18,500.00	FG 6,000.00	Permanent
2. E.R.C. OSÓRIO	Account.Clerk, R/26	Records	10,000.00	SF 750.00	Supernumerary
3. F. de C. ALVES	Adm.Tech., Class/L	Records	13,000.00	SF 250.00 Ad 1,950.00	Permanent
4. S. DA SILVA	Clerk, Class/F	Filing & Typing	7,000.00	-	Permanent
5. R.V. BRAGANÇA	Adm. Aide, R/28	Clerical and documentation	13,000.00	-	Supernumerary
6. J.S. FERNANDES FILHO	Operator, R/21	Statistical estimates	6,500.00	-	Supernumerary
7. J.E. CARVALHO	Clerk Typ., R/21	Clerical and Typing	6,500.00	-	Supernumerary
8. L.L. DE S. LEITE	Adm.Assis t, R/26	Chief of Inter'l Commerce Sector	10,000.00	FG 4,000.00 SF 250,00	Supernumerary

DASP - January, 1959

RECEIPTS SERVICE - D.O.-2

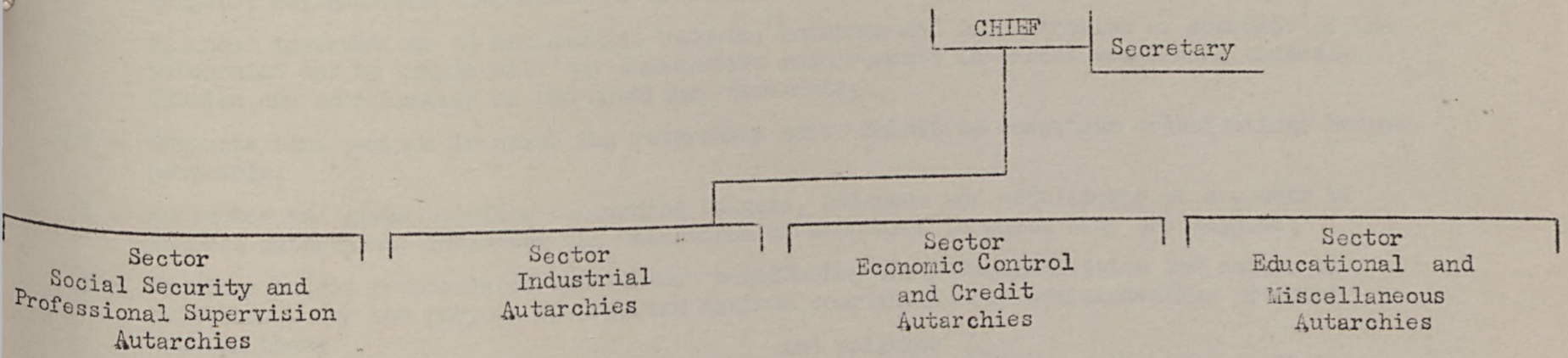
DESCRIPTION OF DUTIES

1. Employee of Ministry of Finance (M.F.) on detail in DASP. Supervises the work of the Service.
2.) Record income collection on specific books; prepare comparative tables; conduct investigations
3.) in sources of public receipt; calculate prospective receipts and related work.
4. Selects material and executes preparatory estimates on prospective revenue, organizes comparative tables and performs typing work.
5. Helps in the preparation, control and filing of documentation relative to technical material.
6. Prepares statistical estimates, and graphical charts of income collection.
7. Helps in general work and performs typing work.
8. In charge of conducting technical studies of revenue estimates in relation to the situation of international commerce. On leave of absence to receive training in U.S. under the sponsorship of Point IV.

DASP - January, 1959

Budget and Organization Division, D.A.S.P.

AUTARCHIES SERVICE (D.O. - 3)



DASP - Jan., 1959

AUTARCHIES SERVICE (D.O.-3)

I - Carries out studies necessary to standardize general criteria and special ways of presenting budgets, balances and demonstration of accounts of autarchies;

II - Prepares instructions to standardize budgets, balances and demonstration of accounts of the autarchies and to comply with any legislative requirements in effect concerning centralization and coordination of the mentioned documents;

III - Suggests time periods in which the autarchies must submit to competent organizations budget proposals;

IV - Evaluates and gives opinions concerning budgets, balances and settlements of accounts of federal autarchies, including the observance of standards to which they are subject;

V - Examines budget proposals of autarchies considering their specialization and nature of activities, for the purpose of assuring maximum coordination in administrative planning between them;

VI - Observes divergences between the federal policy and policies of the autarchies, acting in parallel or correlative sectors, in utilizing resources, particularly the concession of grants and aids, and suggests measures to assure adequate coordination;

VII - Examines questions of costs of services, of economy and efficiency that are presented in budgets, balances and demonstrations of accounts for the autarchies;

VIII - Suggests to the organizations responsible for approval of budgets, balances and demonstrations of accounts of autarchies or to the autarchies themselves, any necessary changes that appear during the evaluation of these documents;

IX - Provides for divulgation of budgets of autarchies;

X - Furnishes to the Expenditure Service (D.O.-1) essential financial data to fix the sums necessary to cover the operating deficits of the autarchies;

XI - Gives opinions concerning budget changes of federal autarchies, including supplementary appropriation and the concession of advanced payments (adiantamentos) through the National Treasury;

XII - Collaborates with autarchies in the sumplification of work, techniques and the system of budget preparation;

XIII - Presents suggestions relative to improvement and better control of budgetary and accounting administration of autarchies; and

XIV - Keeps the Director of Budget and Organization Division (D.O.) informed periodically relative to economic and financial condition of the autarchies.

AUTARCHIES SERVICE - D.O.-3

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. B. GALVÃO	Accountant, Class/O (M.F.)	Chief	17,000.00	FG 6,000.00	Permanent
2. M.I. CABRAL	Clerk, Class/G	Secretary to the D.O.-3	7,500.00	FG 1,200.00 Ad 1,875.00	Permanent
3. F. BAHIA	Assist.Account.Clerk R/21	Assistant	6,500.00	SF 750.00	Supernumerary w/status
4. J. LYRA	Aide, R/23	Assistant	7,500.00	-	Supernumerary
5. R. SIMAS	Aide, R/21	Records & Files	6,500.00	-	Supernumerary
6. O. DA C. E SILVA	Accont.Clerk, R/28	Chief of Indust. Autarchies Sect.	13,000.00	FG 4,000.00 SF 750.00	Supernumerary

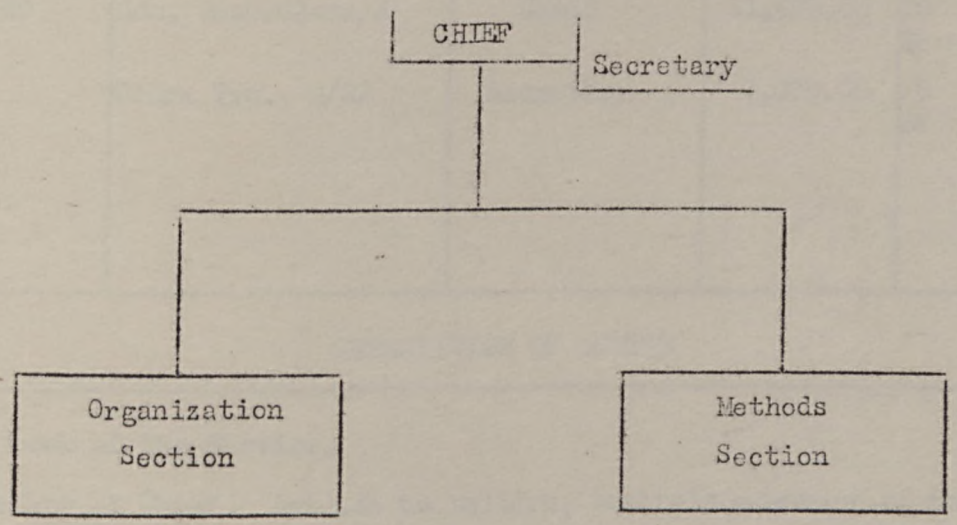
DESCRIPTION OF DUTIES

1. Employee of Ministry of Finance (M.F.) on detail in DASP. Supervises the work of the Service.
2. Receptionist for the Chief of D.O.-3; directs communication to the Chief. Replies to individual correspondence of the Chief; types or arranges for typing of papers drafted by the Chief. Coordinates or executes tasks assigned to her.
3. In charge of adapting budgets of autarchies in accordance with models furnished by DASP. Makes mathematical revision of numerical data contained in budgetary proposals. Drafts supporting documents of proposals and recommendations.
4. Aids in general work of D.O.-3
5. In charge of files of official organ (Diário Oficial) and collection of laws. Aids in general work of D.O.-3
6. Studies and summarizes processes pertinent to Autarchies.

DASP - January, 1959

Budget and Organization Division, D.A.S.P.

ORGANIZATION AND METHODS SERVICE (D.O. - 4)



DASP - Jan., 1959

ORGANIZATION AND METHODS SERVICE - D.O.-4

OFFICE OF CHIEF

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. I. DA C. RIBEIRO	Adm. Tech.Class/K	Chief	11,500.00	FG 6,000.00 SF 250.00	Permanent
2. B.B. ARAUJO	Clerk Typ., R/22	Secretary	7,000.00	FG 1,200.00 SF 500.00	Supernumerary

DESCRIPTION OF DUTIES

1. Supervises the work of the Service.
2. Serves as secretary of Chief. Attends to callers, controls movement of papers, and performs typping work.

DASP - January, 1959

Budget and Organization Division, D.A.S.P.

ORGANIZATION AND METHODS SERVICE (D.O.-4)

Through the ORGANIZATION SECTION

I - Carries out studies and maintains up-to-date organization charts of the federal administrative structure;

II - Gathers, for comparative studies, information about public and private administrative organizations ;

III - Disseminates, in collaboration with the Printing Service (S.D.), charts depicting the organization of the federal administrative structure, cooperating with administrative organizations of Brazil that publish identical materials;

IV - Prepares reorganization plans of the federal administrative structure and, when approved, supervises their progressive implementation;

V - Advises the elimination of organizational components, that become unessential by force of changed conditions, the alteration of those that for the same reason lose functions or acquire others, and the creation of organizations to attend to new responsibilities;

VI - Proposes the elimination of functional duplication, competition, and conflict that become evident in the study of the organization of the federal administrative structure, or through other means;

VII - Observes the structural adequacy of administrative organizations in attaining objectives for which they were established and advises of necessary modifications;

VIII - Collaborates with authorities that seek to reorganize the organizations for which they are responsible;

IX - Evaluates organization plans of public services submitted by the Government for the consideration of DASP;

X - Collaborates with, and guides, from a technical point of view, organization units of the ministries;

XI - Renders organizational services to state, municipal, territorial, and quasi-governmental agencies (organizações paraestatais) when requested or in virtue of superior recommendation; and

XII - Assists the Public Buildings Division (D.E.P.) in the study of problems of installing public offices.

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. B.T. DE FREITAS	Adm.Assist, R/26	Chief	10,000.00	FG 5,000.00 1,000.00 2,500.00	Supernumerary w/status
2. E.S.J. BARBOSA	Adm.Tech.,Class/J	Review of Proc.	10,000.00	-	Provisional
3. M.L. DE SOUZA	Clerk, Class/E	Clerical	6,500.00	-	Provisional
4. F. ARES	Veterinary,Class/J M.A.	Review of Proc.	10,000.00	SF 750.00 Ad. 2,500.00	Permanent
5. A.C.O. BARANNA	Adm.Assist, R/26	Review of Proc.	10,000.00	SF 750.00 Ad 2,500.00	Supernumerary w/status
6. C.L.N. CAMPANELLA	Clerk, Class/E	Filling	6,500.00	-	Provisional
7. A. BARTOLY	Adm.Aide, R/26	Review of Proc.	10,000.00	SF 750.00	Supernumerary
8. J.F. BARBOSA	Draftsman, R/27	Specialized drawing	11,500.00	SF 250.00 Ad 2,875.00	Supernumerary w/status
9. A.M. PEREIRA	Museum clerk, R/21 M.E.	Review of Proc.	6,500.00	-	Supernumerary w/status

DASP - January, 1959

ORGANIZATION SECTION - D.O.-4

DESCRIPTION OF DUTIES

1. Supervises general work of the Section.
2. Reviews processes. Collects and files legislation pertinent to organization and administration in public service.
3. Controls movement of processes.
4. Reviews general processes.
5.) Help in general work of the Section
7.)
6. Collects general legislation
8. Prepares statistical and organization charts, etc.
9. Evaluates organization and reorganization plans of public agencies.

DASP - January, 1959

Budget and Organization Division, D.A.S.P.

ORGANIZATION AND METHODS SERVICE (D.O.-4)

Through the METHODS SECTION

I - Carries out studies and research in work conditions and processes in federal administration;

II - Organizes and maintains a repository of methods proven efficient in practice or by suitable observers;

III - Disseminates results of investigations especially among federal agencies;

IV - Provides technical guidance to organization units of the federal services in the analysis of adopted and planned work methods and in the implementation of new standards and routines;

V - Collaborates with the Organization Section in studies directed to reducing costs of work programs;

VI - Suggests measures that permit evaluation of the efficiency of public services, considering resources conceded to execute them;

VII - Prepares booklets and other material diffusing information relative to principles of work simplification, guides and useful explanations;

VIII - Suggests, to agencies, the preparation of forms and instructions regarding requirements and courses of action and other administrative measures for the purpose of guiding the public and facilitating relations between agencies and the public;

IX - Provides guidance to agencies in the preparation and dissemination of reports and administrative acts, preparation of manuals, graphs and other materials useful in operations of the agencies;;

X - Cooperates, by request or superior determination, with states, municipalities, territories and quasi-governmental agencies within its functional competence;

XI - Gives opinions in cases submitted to DASP that are within its competence; and

XII - Carries out. in collaboration with organization sections of ministries, research and investigations with the objective of simplifying methods and processes of work.

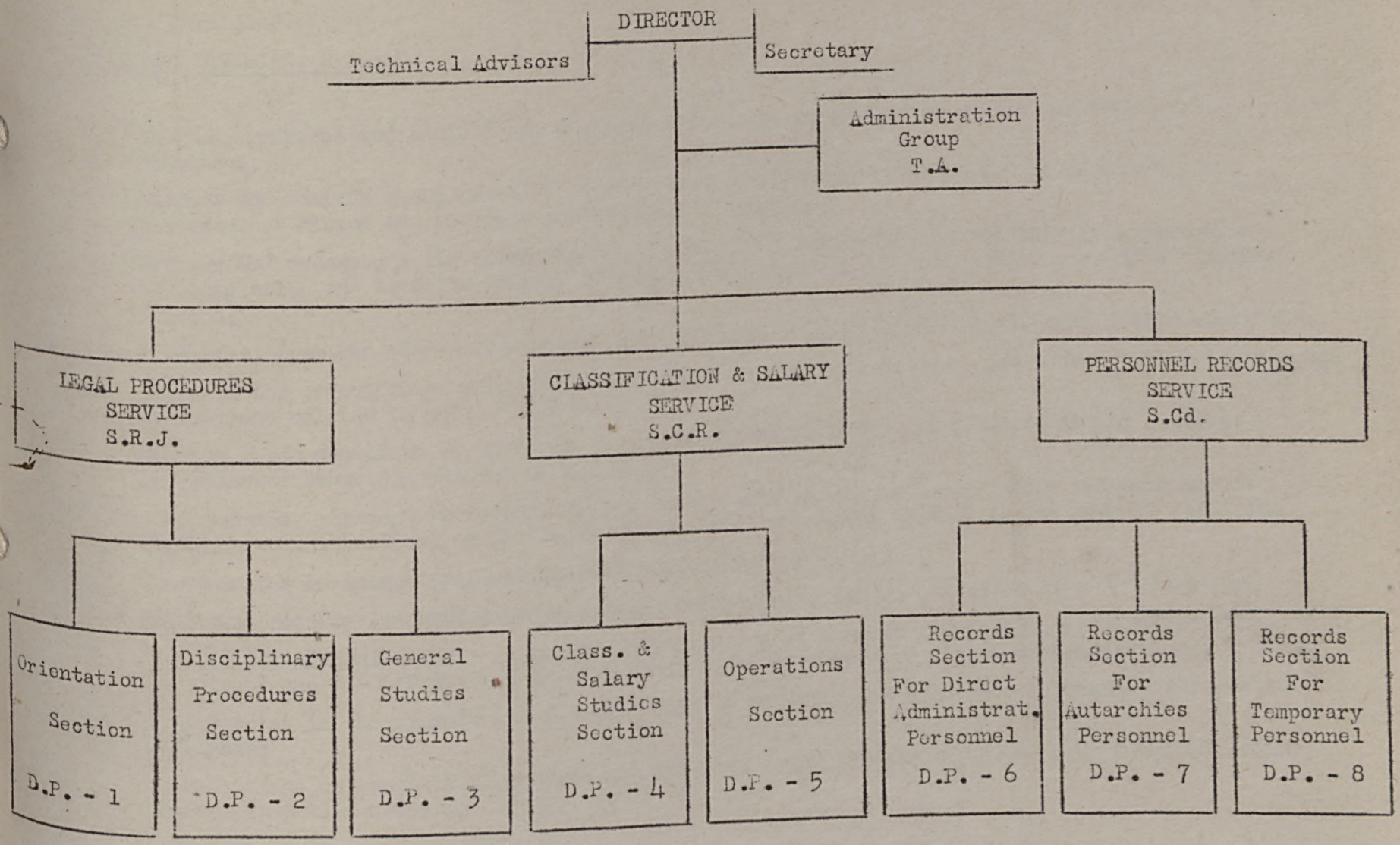
NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. J.S. CARNEIRO	Adm.Assist, R/26	Chief	10,000.00	FG 5,000.00	Supernumerary w/status
2. A. DIAS	Clerk,Class/G (IAPI)	Analist	9,000.00	-	Supernumerary w/status
3. L.G. DA S. PINTO	Tech.Adv., R/28	Analist	13,000.00	SF 500.00	Supernumerary
4. R.A.N. DE CASTRO	Clerk, Class/E	Analist	6,500.00	-	Provisional
5. H. DOS SANTOS	Telegraph-Clerk, Class/K (DCT)	Analist	11,500.00	-	Permanent

DESCRIPTION OF DUTIES

1. Supervises and guides the work of the Section. Serves also as President of C.A.T.C.
2.)
3.) Employee of Institute of Retirement and Treasures for Industrial Employees.Carry out of
4.) Studies and surveys of work procedures in public service.
5. Employee of Post Office Department on detail in DASP. Analises and plans administrative work for the Organization and Methods Service (D.O.-4) and COSB.

DASP - January, 1959

PERSONNEL DIVISION (D.P.)



DASP - Jan., 1959

General Functions of

PERSONNEL DIVISION, D.A.S.P.

I - Studies, proposes and administers classification and pay plans for public positions and functions;

II - Studies and revises manning-tables (quadros) and numerical tables (tabelas numéricas) of personnel of direct and indirect administration agencies;

III - Devises and recommends the establishment of standards to facilitate the uniform application of legislation and to solve matters of general character related to public personnel administration;

IV - Evaluates, from the standpoint of law and doctrine, matters related to federal public employees;

V - Oversees the execution of personnel legislation and the use of procedural forms officially adopted for actions related to public employees;

VI - Studies those questions of personnel administration which are not included in the specific functions of other componentes of D.A.S.P.;

VII - Collaborates, pursuant to request or agreement, with states, municipalities and agencies of indirect administration, in the study of personnel questions related to its area of activity;

VIII - Collaborates in budget preparation with respect to personnel;

IX - Maintains records (cadastro) of personnel pertaining to direct and indirect administration;

X - Carries out general studies regarding determination of numbers (fixação), distribution (distribuição) and re-distribution (redistribuição) of personnel of direct administration;

XI - Collaborates in the preparation and execution of training and improvement programs for public employees;

XII - Studies norms and methods to promote simplification and greater efficiency of personnel administration in public service;

XIII - Organizes and keeps up-to-date all documents necessary to its activities;

XIV - Maintains continuous contact with central personnel offices of federal public services and autarchies and promotes meetings to coordinate matters or general problems of personnel administration; and

XV - Evaluates personnel needs of public service agencies in relation to w ork programs and to utilization of global appropriations (dotações globais).

PERSONNEL DIVISION D.P.

OFFICE OF DIRECTOR

N A M E	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCES Cr$	STATUS
1. W. DOS SANTOS	Adm. Off. Class/M	Div. Director CC-2	27,000.00	SF. 500.00	Permanent
2. M.F. BASTOS	Adm. Assist. R/26	Tech. Advisor	10,000.00	FG.5,000.00	Supernumerary w/status
3. P.A. CYSNEIROS	Adm. Assist. R/29	Tech. Advisor	14,500.00	FG.5,000.00	Supernumerary w/status
4. T.R. HASSELMANN	Adm. Assist. R/28	Tech. Advisor	13,000.00	FG.5,000.00	Supernumerary w/status
5. A.E. DA SILVEIRA	Adm. Off. Class/O (D.C.T.)	Tech. Assistant	17,000.00	RP.4,000.00	Permanent
6. C. CAMPANELLA	Operator, R/23	Secretary of Dir.	7,500.00	FG.3,000.00	Supernumerary w/status
7. A. DA SILVA	Clerk-Typist, R/23	Office-side	7,500.00	RP.1,000.00	Supernumerary w/status
8. J.N. BORGES	Servant, R/20	Office-Messenger	6,000.00	-	Supernumerary w/status
9. A. COSTA	Servant, R/19	Office-Messenger	5,200.00	-	Supernumerary w/status

DASP - January, 1959

PERSONNEL DIVISION - D.P.

OFFICE OF DIRECTOR

DESCRIPTION OF DUTIES

1. Directs, Supervises and coordinates the work of the Division.
2. Gives opinion over bills relative to personnel administration which are circulating in the two Houses of Congress.
3. Gives opinion over application of personnel legislation, personnel administration and job classification plans. Reviews opinions presented by other sections. Prepares studies of a technical nature. Studies and prepares drafts of laws, decrees, Orders and Circulars.
4. Reviews processes relative to establishment and modification of manning-tables and numerical-tables of personnel. Performs special assignment consisting of preparation of a specialized publication to guide the application of personnel legislation in force.
5. (Employee of Post Office Department (DCT) on detail in DASP). Collates data and prepares answers to questions made by Director-General of DASP and interested persons, under direct supervision of Director of Personnel Division. Serves also as Technical Assistant to Director General of DASP.
6. Attends to calls of visitors, giving information relative to the status of processes and accompanying visitors to competent section. Registers incoming and outgoing processes and makes necessary distribution.
7. In charge of general typing work of office of Director Organizes and maintains files. Attendes to callers.

8. and 9. Answer telephone calls. Make between sections communications and external errands.

ADMINISTRATION GROUP - (T.A.)

I - Coordinates its operations with the Communication and Materials Section of the Administration Service (S.A.) in performing the work of the Division;

II - Provides for requisition and repair of material in use in the Division;

III - Controls the movement of papers within the Division, in accordance with instruction given by the Director;

IV - Carries out duplicating service, except that which is done by the Duplicating Section (S.A.-5) of the Administration Service.

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCES Cr$	STATUS
1. L.A. ALENTEJANO	Clerk-Typist, R/23	Person in charge	7,500.00	FG 1,200.00	Supernumerary w/status
2. A. GONÇALVES	Clerk-Typist, R/21	Substitute for Person in charge	6,500.00	-	Supernumerary w/status
3. A.F. GUIMARÃES	Adm. Aide, R/26	Typing	10,000.00	SF 250.00	Supernumerary w/status
4. M.C. DE SOUZA	Clerk-Typist, R/23	Maintenance of records	7,500.00	-	Supernumerary w/status
5. S.L. MARJOG	Clerk, Class/E	Maintenance of records	6,500.00	-	Provisional
6. R.M.P. COSTA	Clerk-Typist, R/20	Typing	6,000.00	-	Supernumerary w/status
7. L.C. CARVALHO	Servant, R/19	Office-Messeng.	5,200.00	SF 250.00	Supernumerary w/status
8. F.J. CORMACK	Office-Aide, R/17	Typing	3,800.00	-	Supernumerary w/status
9. L. DO VALE	Clerk-Typist, R/21	Typing	6,500.00	-	Supernumerary w/status

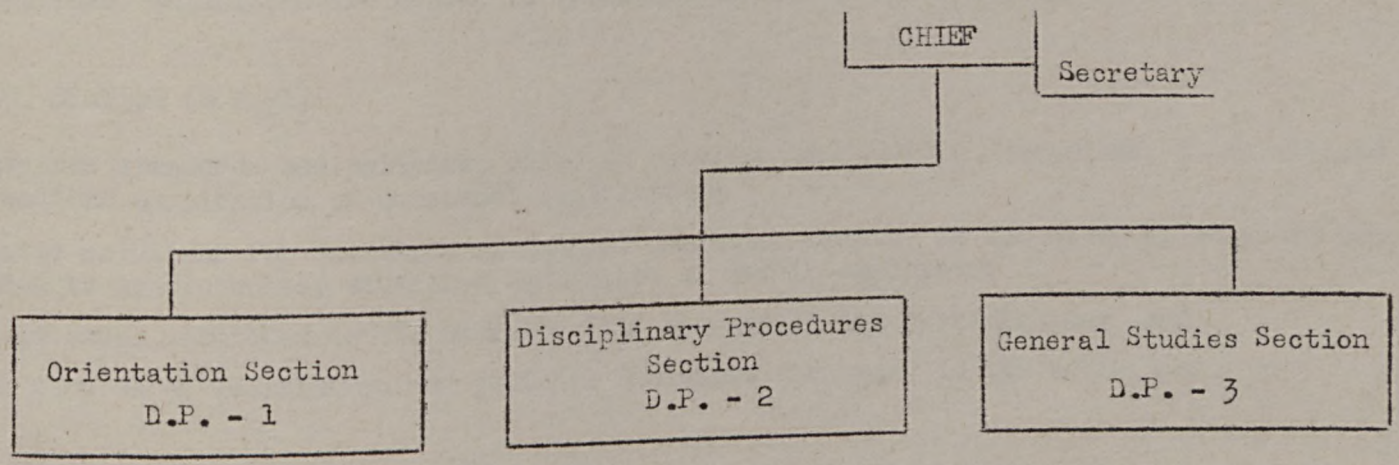
D.P. - ADMINISTRATION GROUP - T.A.

DESCRIPTION OF DUTIES

1. Orients and distributes work. Prepares papers for the signature of Director of D.P. and Director General of DASP.
2. Arranges for the publication of processes in the official organ (Diário Oficial), checking processes after their publication. Performs typing work.
3. In charge of registering and dispatching processes. Performs typing work.
4. Receives, records in cards, and files Justifications of Action (Exposições de Motivos). Performs typing work.
5. Prepares card records of official correspondence (ofícios e pareceres). Performs filing and typing work.
6. Registers incoming processes. Performs typing work.
7. Delivers correspondence and official organ (Diário Oficial) to all units of Personnel Division. Distributes processes among sections. Distributes office supplies to the Division. Files documents.
8. Registers correspondence and Bulletins. Performs typing work.
9. On leave without pay for private business.

DASP - January, 1959

Personnel Division, D.A.S.P.
LEGAL PROCEDURES SERVICE (S.R.J.)



DASP - Jan., 1959

Personnel Division, D.A.S.P.

LEGAL PROCEDURES SERVICE (S.R.J.)

Studies, guides and prepares documents of activities of personnel administration relative to appointments and vacancies, rights and previleges of employees, disciplinary regime (regime disciplinar) administrative processes (processo administrativo) and their review.

ORIENTATION SECTION (D.P.-1)

I - Recommends standards and policies, based on doctrine and judicial decisions, to facilitate the uniform application of personnel legislation;

II - Suggests solutions for questions of general character arising in the study of concrete cases related to appointments, vacancies and rights of public employees;

III - Reviews cases submitted to the Division that are within its jurisdiction; and

IV - Keeps records of legislation and judicial decisions necessary to its activities.

DISCIPLINARY PROCEDURES SECTION (D.P.-2)

I - Proposes standards, based on doctrine and judicial decisions, to facilitate the uniform application of personnel legislation;

II - Suggests solutions to questions of general character arising in the study of concrete cases related to disciplinary regime, administrative processes and their review; and

III - Reviews cases submitted to the Division that are within its jurisdiction.

GENERAL STUDIES SECTION (D.P.-3)

I - Studies general q uestions of personnel administration which are not included in the specific functions of other sectors of the Division;

II - Assembles, and keeps up-to-date, documents necessary to the study and solution of questions of personnel administration; and

III - Studies and prepares proposed regulations to implement the "Estatuto dos Funcionários Públicos Civis da União" and other laws referring to public employees.

D.P. - LEGAL PROCEDURES SERVICE - S.R.J.

OFFICE OF CHIEF

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCES Cr$	STATUS
1. M.S. LOFRANO	Admst. Officer Class /J	Chief	10,000.00	FG 6,000.00	Permanent
2. C. FERNANDES	Admst. Assist R/26	Tech. Adv.	10,000.00	FG 4,000.00	Supernumerary w/status
3. C.M. DA SILVA	Admst. Assist R/26	Tech. Adv.	10,000.00	FG 4,000.00	Supernumerary w/status
4. I. BARBARIZ	Admst. Assist R/26	Tech. Adv.	10,000.00	FG 4,000.00	Supernumerary w/status
5. B. LEITÃO	Clerk-Typist, R/22	Secretary of Chief	7,000.00	FG 1,200.00	Supernumerary w/status

DESCRIPTION OF DUTIES

1. Orients and supervises the work of sections, distributes and reviews the processes. Answers oral question presented by callers.

2.)
3.) Study and review processes, presenting recommendations to chief.
4.)

5. Attends to callers. Receives and distributes papers and correspondence; classifies and files technical documents .

DASP - January, 1959

S.R.J. - ORIENTATION SECTION - D.P.-1

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCES Cr$	STATUS
1. H.L.G. DE MELLO	Adm. Assist, R/26	Chief	10,000.00	FG 5,000.00	Supernumerary w/status
2. O. DE B. MARQUES	Adm. Assist, R/26	Review of Proc.	10,000.00	-	Supernumerary w/status
3. L. WAINFAS	Adm. Assist, R/27	Review of Proc.	11,500.00	-	Supernumerary w/status
4. J.L. DE SOUZA	Adm. Off. Class/H	Filing	8,300.00	-	Supernumerary w/status
5. R.F. DOS ANJOS	Adm. Tech. Class/J	Review of Proc.	10,000.00	-	Provisional
6. I.O. WERNECK	Adm. Tech. Class/J	Review of Proc.	10,000.00	-	Provisional
7. H.S. DOS SANTOS	Adm. Tech. Class/J	Review of Proc.	10,000.00	-	Provisional
8. J.M.V. VIANNA	Adm. Tech. Class/J	Review of Proc.	10,000.00	-	Provisional
9. D. BARROS	Adm. Aide, R/24	Subst.f/Chief	8,300.00	-	Supernumerary w/status
10. N. DO A. BRANDÃO	Clerk Class/E	Clerical	6,500.00	-	Provisional
11. P.S. PINTO	Clerk Typist R/21	Typing	6,500.00	-	Supernumerary w/status
12. G.J. DOS SANTOS	Servant R/18	Servant	4,800.00	-	Supernumerary w/status

DASP - January, 1959

S.R.J. - ORIENTATION SECTION - D.P.-1

DESCRIPTION OF DUTIES

1. Orientes, distributes and reviews processes.

2.)
3.)
5.)
6.) Review processes and prepare answers to correspondence dealing with matters pertaining to the Section. Administrative Aide (nº 9) is substitute for chief.
7.)
8.)
9.)

4. Keeps file of legislation and judicial decisions necessary to activities of the Section.

10. Performs routine clerical work.

11. Performs typing work which is not function of the Duplicating Section (S.A.-5)

12. In charge of cleaning and arrangement of offices. serves as messanger.

DASP - January, 1959

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. A. DA C. BONFIM	Tech. Adv., R/28	Chief	13,000.00	FG 5,000.00	Supernumerary w/status
2. D.J. DE OLIVEIRA	Adm. Assist, R/26	Substitute for Chief	10,000.00	-	Supernumerary w/status
3. E. DE O. MAGALHÃES	Assist, R/29	Review of proc.	14,500.00	SF 1,500.00	Supernumerary w/status
4. J.M. VIEIRA	Adm. Assist, R/27	" " "	11,500.00	-	Supernumerary w/status
5. J. CARNEIRO	Clerk, Class/F	" " "	7,000.00	-	Permanent
6. T. DE J.N. RIBEIRO	Clerk Typist R/20	Protocol	6,000.00	-	Supernumerary w/status

DASP - January, 1959

S.R.J. - DISCIPLINARY PROCEDURES SECTION - D.P. - 2

DESCRIPTION OF DUTIES

1. Supervises the work of the Section. Reviews processes. Guides the work of the "Commissions of inquiry". Answers questions related to disciplinary actions.
2. Reviews, from the legal point of view, disciplinary processes against more than one employee and presents recommendations to the Chief of Section.
3. Provides information relative to administration inquires involving more than one employee or agency.
4. Reviews processes involving legal matters. Gives interpretation of legal provisions relative to disciplinary procedures.
5. Reviews disciplinary processes to determine applicability of disciplinary provisions.
6. Performs general typing work and exercises control over internal movement of processes.

DASP - January, 1959

S.R.J. - GENERAL STUDIES SECTION - D.P.-3

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. P.B. DE AMORIM	Adm. Assist, R/26	Chief	10,000.00	FG 5,000.00 SF 250.00	Supernumerary w/status
2. R.V. DA CUNHA	Adm. Tech. Class /J	Review of Proc.	10,000.00	-	Provisional
3. A.N. RODRIGUES	Adm. Assist, R/26	Substitute for Chief	10,000.00	-	Supernumerary w/status
4. J. DA S. LUZIA	Clerk Typist R/23	Clerical	7,500.00	SF 750.00	Supernumerary w/status
5. M.C.D. DA SILVA	Filing Clerk, Class /H	Clerical	8,300.00	-	Permanent
6.					
6. R.C. DIAS	Messenger R/13	Messenger and Clerical	3,800.00	-	Supernumerary w/status

DASP - January, 1959

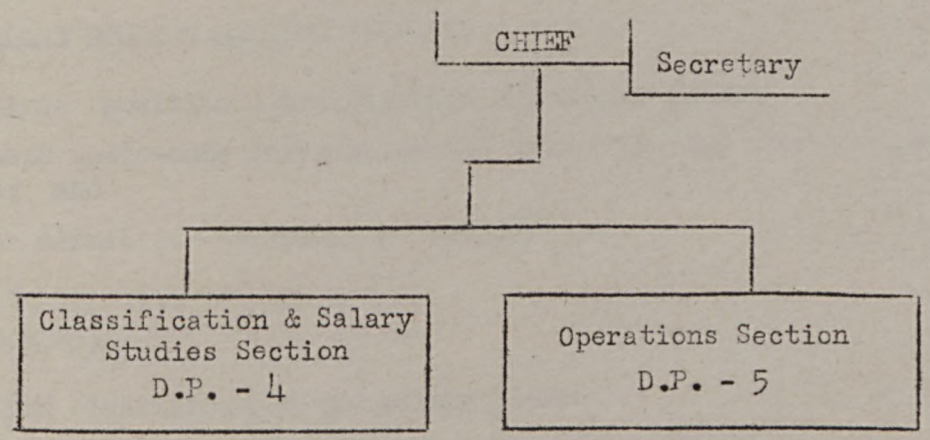
DESCRIPTION OF DUTIES

1. Orients, distributes and reviews processes.
2. Reviews and provides information to processes. Drafts presidential Decrees to implement legislation pertaining to personnel administration.
3. Reviews processes involving problems of personnel administration.
4. In charge of receipt and dispatch of processes. Files laws.
5. In charge of general files of the Section.
6. Performs typing work. Circulates processes and substitutes for clerk-typist (No. 4)

DASP - January, 1959

Personnel Division, D.A.S.P.

CLASSIFICATION AND SALARY SERVICE (S.C.R.)



DASP - Jan., 1959

Personnel Division, D.A.S.P.

CLASSIFICATION AND SALARY SERVICE (S.C.R.)

Studies, advises, coordinates and prepares documents of activities relative to the classification of positions and establishment of corresponding salaries.

CLASSIFICATION AND SALARY STUDIES SECTION (D.P.-4)

I - Studies and prepares position classification and salary plans;

II - Assembles and keeps up-to-date information and data regarding domestic and foreign classification and salary plans; and

III - Studies the labor market and influencing factors.

OPERATIONS SECTION (D.P.-5)

I - Implements position classification and salary plans;

II - Revises manning tables and numerical tables of personnel; and

III - Studies tables of position distribution (lotação) and re-distribution (relotação) in agencies of public service.

D.P. - CLASSIFICATION AND SALARY SERVICE - S.C.R.

OFFICE OF CHIEF

N A M E	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCES Cr$	STATUS
1. R.X. DE MENEZES	Adm. Assist, R/29	Chief	14,500.00	FG 6,000.00	Supernumerary w/status
2. C. DE CARVALHO	Adm. Aide R/26 (M.M.)	Assistant to Chief	10,000.00	FG 4,000.00 SF 750.00	Supernumerary w/status
3. E.R. BRAGA	Adm. Assist, R/27	Assistant to Chief	11,500.00	FG 4,000.00	Supernumerary w/status
4. L. PORTO	Adm. Assist, R/26	Secretary of Chief	10,000.00	FG 1,200.00	Supernumerary w/status
5. N. DE O. LUZ	Clerk-Typist R/21	Typing	6,500.00	-	Supernumerary w/status
6. A.F. NOGUEIRA	Servant R/20	Messenger	6,000.00	-	Supernumerary w/status

DASP - January, 1959

D.P. - CLASSIFICATION & SALARY SERVICE - S.C.R.

OFFICE OF CHIEF

DESCRIPTION OF DUTIES

1. Supervises and reviews the work of respective Sections.
2. (Employee of Ministry of Navy on detail in DASP) Assists the Chief of Service in matters pertaining to position Classification and Pay Plans and related matters.
3. Assists the Chief of Service in developing Numerical Tables and Manning tables of positions and functions of Public Service and related matters.
4. Receives processes and correspondence and controls their distribution; classifies and files technical documents; makes translation of correspondence and technical papers from English and French into Portuguese and vice-versa.
5. Performs typing services of a varied nature.
6. Performs messenger duties.

DASP - January, 1959

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCES Cr$	STATUS
1. J.N. FERREIRA FILHO	Adm. Assist, R/28	Chief	13,000.00	FG 5,000.00	Supernumerary w/status
2. M.A. WANICK	Adm. Aide R/27 (C.N.E.)	Review of Proc.	11,500.00	-	Supernumerary w/status
3. H.B. PRAT	Adm. Off., Class/M (M.G.)	Translation & Editing	14,500.00	Ad. 3,625.00	Permanent
4. F.B. DE OLIVEIRA F.	Adm. Assist, R/26	Review of Proc.	10,000.00	-	Supernumerary w/status
5. E. de A. RESENDE	Postal-Clerk Class I (D.C.T.)	Translation	9,100.00	-	Permanent
6. J.B. MENDES	Investigator (M.J.N.I.)	Review of Proc.	8,300.00	-	Supernumerary w/status

DASP - January, 1959

DESCRIPTION OF DUTIES

1. Distributes the work; guides its execution and reviews the work performed.

2. (Employee of National Council of Economy (C.N.E.) on detail in DASP). Provides information to processes; collaborates in the study of legislative proposals related to position classification.

3. (Employee of Ministry of War (M.G.) on detail in DASP). Collaborates in the preparation of technical translations with responsibility for the editing work; collaborates in the study of legislative proposals related to position classification.

4. Collaborates in the study of legislative proposals related to position classification.

5. (Employee of Post Office Department (D.C.T.) on detail in DASP). Makes translation of technical writings from English to Portuguese; prepares answers to requests for information; collaborates in the study of legislative proposals related to position classification.

6. (Employee of Ministry of Justice and Interior Business (M.J.N.I.) on detail in DASP). Collaborates in the study of legislative proposals related to position classification; answers correspondence and requests for information; fulfills typing services.

DASP - January, 1959

S.C.R. - OPERATIONS SECTION - D.P.-5

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCES Cr$	STATUS
1. G.A. DA SILVA	Adm. Assist, R/26	Chief	10,000.00	FG 5,000.00 SF 250.00	Supernumerary w/status
2. B.P. DA SILVA	Adm. Assist, R/26	Review of Proc.	10,000.00	SF 1,000.00	Supernumerary w/status
3. O.A. DA SILVA	Adm. Off. Class/K	Review of Proc.	11,500.00	-	Permanent
4. A. DE F. FERREIRA	Clerk, Class/E	Typist	6,500.00	-	Provisional
5. C.P. FRANCO	Adm. Aide, R/27	Review of Proc.	11,500.00	Ad 1,725.00	Supernumerary w/status
6. W. DA F.C. PIRES	Aide, R/21	Review of Proc.	6,500.00	-	Supernumerary w/status
7. R.J. COELHO	Time-Keeper, R/26	Review of Proc.	10,000.00	SF 1,750.00	Supernumerary w/status
8. A. DE A. COSTA	Adm. Assist, R/27	Review of Proc.	11,500.00	-	Supernumerary w/status
9. M.T.M. DA SILVEIRA	Inspector, R/20	Review of Proc.	6,000.00	-	Supernumerary w/status

DASP - January, 1959

DESCRIPTION OF DUTIES

1. Orients, distributes and reviews processes.
2. Reviews processes, especially those relative to establishment and transformation of gratified functions and alteration of Numerical Tables and Manning Tables.
3. Reviews process involving general matters, including organization of manning-tables and numerical tables of personnel.
4. In charge of typing work and record of processes.
5. Reviews processes related to modification of functions of numerical tables of supernumeraries monthly paid.

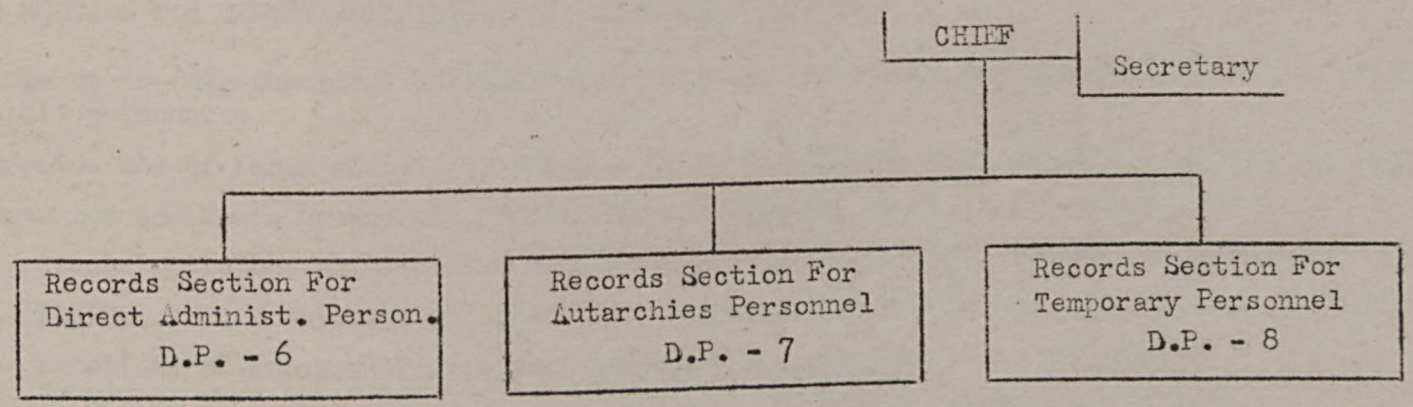
6. & 8. Review processes involving general matters.

7. Reviews processes related to revision of tables of supernumeraries monthly paid.
9. Reviews processes related to modification of position distribution (lotação) in the manning tables of direct administration.

DASP - January, 1959

Personnel Division, D.A.S.P.

PERSONNEL RECORDS SERVICE (S. Cd.)



DASP - Jan., 1959

PERSONNEL RECORDS SERVICE (S.Cd.)

Controls, guides and prepares documents related to positions of direct and indirect administration.

RECORDS SECTION FOR DIRECT ADMINISTRATION PERSONNEL (D.P.-6)

I - Keeps up-to-date numerical entries related to manning tables and numerical tables of federal public personnel;

II - Promotes use of forms officially adopted for procedures related to public employees; and

III - Organizes and keeps up-to-date, in addition to others, the following records:

1. career positions and isolated positions of permanent status (cargos de provimento efetivo);
2. positions in commission and gratified functions (cargos em comissão CC e funções gratificadas FG);
3. functions of supernumeraries paid monthly (extranumerários mensalistas);
4. vacancies open in the careers and series of functions (séries funcionais)

IV - Organizes and keeps up-to-date records of candidates qualified by examinations and tests;

V - Examines proposals of appointment and admission of candidates qualified by examinations and tests respectively and prepares corresponding actions; and

VI - Recommends to the D.S.A. (Selection and Training Division) opening of examinations and tests.

RECORDS SECTION FOR PERSONNEL OF AUTARCHIES (D.P.-7)

I - Examines proposed admission of contract employees and piece work employees (contratados e tarefeiros);

II - Maintains up-to-date numerical registers related to manning tables and numerical tables of the autarchies, including temporary and contingent personnel;

III - Promotes the standardization and use of forms which are adopted for procedures related to personnel of autarchies; and

IV - Organizes and keeps up-to-date, in addition to others, the following records:

1. career and isolated positions of permanent status;
2. positions in commission and gratified functions;
3. positions of supernumeraries monthly paid;
4.. vacancies open in the careers and series of functions.

RECORDS SECTION FOR TEMPORARY PERSONNEL (D.P.-8)

I - Examines proposals of admission of contract and piece work employees;

II - Maintains up-to-date registers by numbers and names of supernumeraries paid on a contract and piece work basis and employees paid from budgeted global appropriations (dotações globais); and

III - Examines, in the part referring to personnel, the utilization of global appropriations available for work programs of public agencies.

D.P. - PERSONNEL RECORDS SERVICE - S.Cd.

OFFICE OF CHIEF

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. O.G. DE A. PIRES	Accountant, Class/O (M.F.)	Chief	17,000.00	FG 6,000.00 Ad 4,625.00 Diff 1,500.00	Permanent
2. Y. DA S. PIENTZNAUER	Adm. Assist, R/27	Secretary of Chief	11,500.00	FG 1,200.00	Supernumerary w/status
3. J.J. PEREIRA	Servant, R/18	Messenger	4,800.00	-	Supernumerary w/status

DESCRIPTION OF DUTIES

1. Controls and orients management of documentation relative to positions and functions of direct and indirect administration. (Employee of Ministry of Finance (M.F.) on detail in DASP).
2. Attends to public, and introduces persons to the Chief. Provides information to interested persons respecting matters pertaining to the Service. Prepares correspondence pertaining to the direction of the Service.
3. Distributes correspondence among the Sections of S. Cd. and performs related tasks.

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N A M E	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. Y.F. DA CUNHA	Adm. Off., Class/I	Chief of Sec.	9,100.00	FG 5,000.00	Permanent
2. C.D. VASCONCELLOS	Adm. Aide, R/27	Substitute for Chief (TI-1)	11,500.00	-	Supernumerary w/status
3. W. DE S. DIAS	Aide, R/23	(TI-1)	7,500.00	-	Supernumerary w/status
4. A.RIBEIRO	Clerk-Typist, R/21	(TF-2)	6,500.00	SF 500.00	Supernumerary w/status
5. A.M. DE BARROS	Clerk, Class/F	(TF-2)	7,000.00	-	Permanent
6. E.M. LIMA	Clerk, Class/E	(TF-2)	6,500.00	-	Permanent
7. E. LYRA	Aide, R/25	(TF-2)	9,100.00	-	Supernumerary w/status
8. M.A.R. IBARROLA	Clerk Typist, R/20	(TF-2)	6,000.00	SF 250.00	Supernumerary w/status
9. M.B. DE ALMEIDA	Clerk Typist, R/20	(TF-2)	6,000.00	-	Supernumerary w/status
10. L. HADDAD	Typist, Class/D	(TF-2)	6,000.00	SF 750.00	Provisional
11. S. CECILIANO	Clerk Typist, R/23	(TF-2)	7,500.00	SF 500.00 1,875.00	Supernumerary w/status

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Continuation

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
12. R.S. ROSA	Aide, R/21	(TF-2)	6,500.00	-	Supernumerary w/status
13. F.S.F. DANTAS	Clerk Typist, R/21	(LWOP)	6,500.00	SF 500.00	"
14. O.P. CAMPOS	Clerk Typist, R/22	(LWOP)	7,000.00	-	"
15. J.F. DA SILVA	Clerk Typist, R/21	(LWOP)	6,500.00	-	"
16. D. DE SOUZA	Clerk Typist, R/21	(TE-3)	6,500.00	-	"
17. H.R. FRANCO	Aide, R/25	(TE-3)	9,100.00	SF 500.00	"
18. L. CHAMARELLI	Clerk Typist, R/22	(TE-3)	7,000.00	SF 1,000.00	"
19. H.V. FERREIRA	Clerk, Class/G	(TE-3)	7,500.00	-	"
20. I. LOURENÇO	Clerk Typist, R/17	(TE-3)	3,800.00	SF 750.00	"
21. R.L.C. DA S. LYRIO	Adm. Aide, R/26	(LWOP)	10,000.00	Ad 2,500.00	"
22. D. DE O. BRASIL	Clerk Typist, R/20	(TE-3)	6,000.00	-	"
23. E. DE O. BRASIL	Clerk Typist, R/20	(TE-3)	6,000.00	-	"
24. E. GNATALLI	Adm. Aide, R/28	(TE-3)	13,000.00	SF 750.00 Ad 1,950.00	"
25. Y.L. Q. PINTO	Clerk Typist, R/20	(TE-3)	6,000.00	-	"
26. I.S. DE PAULA	Clerk Typist, R/21	(TM-4)	6,500.00	-	"
27. L.V. CELANO	Clerk Typist, R/21	(LWOP)	6,500.00	-	"
28. M. DE CASTRO	Clerk Typist R/23	(TM-4)	7,500.00	-	"
29. A. ROCHA	Aide, R/23	(LWOP)	7,500.00	-	"

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DESCRIPTION OF DUTIES

1. Distributes, orients and reviews processes.

2. 3. - Integrate TI-1, performing same duties..

Provide information pertaining to processes. Organize and maintain up-to-date filing-cards relative to a) examination and candidates approved in examination; b) tests and candidates qualified in tests. Examine and proposes appointment of candidates approved in examination for the Federal Public Service and nominate candidates qualified in tests for functions of supernumeraries. Answer correspondence pertaining to the Section. Suggest to Selection and Training Division (D.S.A.) opening of examination and tests. Control the movement of papers. Prepare documents for the signature of chief of S. Cd. Administrative Aide (No. 2) serves as substitute for the Chief of Section.

4.)
5.) Integrate TF-2, performing same duties.
6.) Control all actions relative to fulfilment and vacancy of positions in Federal Public
7.) Service. Organize and maintain current records relative to: a) career and isolated
8.) position of permanent status; b) positions in commission (CC) and gratified functions (FG);
9.) c) vacancies open in the careers. Promote the observance of forms officially adopted for
10.) actions relative to federal public functionaires. Organize statistical tables relative
11.) to the movement of functionaires.
12.)

13. 14. & 15.- On leave without pay, for private business.

16.)
17.)
18.) Integrate TE-3, performing same duties.
19.) Control all actions pertaining to fulfilment and vacancy of functions of supernumeraries
20.) monthly paid. Organize and maintain current records relative to: a) functions of super-
22.) numeraries monthly paid; b) vacancies open in the series of functions. Promote the use
23.) of forms officially adopted for actions relative to supernumeraries monthly paid. Organize
24.) statistical tables relative to the movement of supernumeraries monthly paid.
25.)

21. On leave without pay, for private business.

26 & 28 - Integrate TM-4, performing same duties
Perform those duplicating s ervices which are not the responsibility of Duplicating Section (S.A.-5) of Administration Service, or of Administration Group (T.A.) of Personnel Division (D.P.)

27. On leave without pay, for private business.

29. On leave without pay, for private business.
Integrate TF-5
Maintain up-to-date, by alphabetical order, the name cards of functionaires and supernumeraries of federal public service.

S.Cd. RECORDS SECTION FOR PERSONNEL OF AUTARCHIES - D.P.-7

N A M E	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. F.G. BARONI Jr.	Adm. Assist. R/30	Chief	15,500.00	FG 5,000.00 SF 1,000.00	Supernumerary w/status
2. E.G. ESTEVES	Clerk, Class/E	Typing	6,500.00	-	Provisional
3. G. SILVA	Clerk Typist R/21	Filing	6,500.00	SF 250.00	Supernumerary w/status
4. I.C. DE A. MELLO	Clerk, Class/E	Typing	6,500.00	-	Provisional
5. L.F. DA CUNHA	Clerk, Class/F	Drafting	7,000.00	-	Permanent

DESCRIPTION OF DUTIES

1. Orients, supervises and distributes the work of the Section.
2.)
4.) Perform typing work
3. Organizes and maintains filing cards.
5. Drafts correspondence (ofícios) pertaining to actions of indirect administration which are not subject to legal norms.

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S.Cd. RECORDS SECTION FOR TEMPORARY PERSONNEL - D.P.-8

N A M E	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. O. SARRO	Adm. Off. Class/L	Chief	13,000.00	FG 5,000.00 SF 250.00	Permanent
2. S.C. DE AVELAR	Adm. Assist, R/27		11,500.00	-	Supernumerary w/status
3. M.D. MIGUEL	Clerk Typist, R/22	Filing desk	7,000.00	-	"
4. M.S.C. E S ILVA	Clerk Typist, R/20	Typing	6,000.00	-	"
5. M.J. DE A. RAMOS	Aide, R/25		9,100.00	-	"
6. R. MIRANDA	Aide, R/19	Typing	5,200.00	-	"
7. N.R. ARREGUE	Office Aide, R/16	Typing	3,800.00	-	"

DESCRIPTION OF DUTIES

1. OOrients, supervises and distributes work of the Section.
2. Reviews processes relative to work programs of agencies utilizing global appropriation, in the past referring to personnel needs.
3. In charge of records of piece work and contract supernumerary personnel. Reviews processes. Occasionally, performs typing work.
5. Reviews processes relative to admission of supernumerary (contract and piece work) on detail in the Office of Legal Consultant.
6. & 7. Perform typing wotk.

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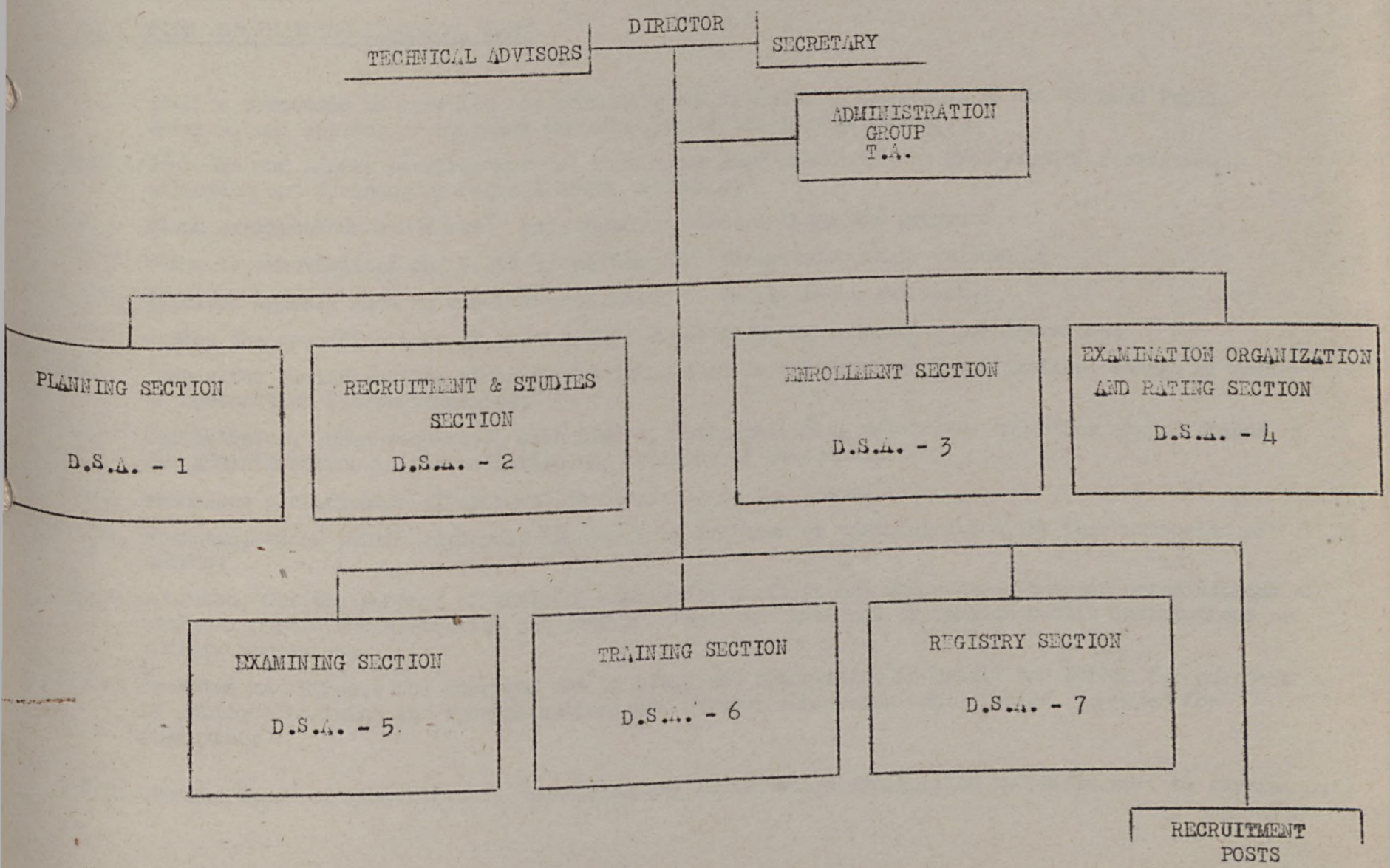
SELECTION AND TRAINING DIVISION (D.S.A.)



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General Functions of

SELECTION AND TRAINING DIVISION, DASP

I - Studies processes of recruitment, selection and training of personnel of the Federal Public Service, and applies or proposes the adoption of the best processes;

II - Proposes and adopts measures for the continuous improvement of the processes of recruitment, selection and training of federal civil servants;

III - Plans examinations and tests* and organizes instructions and programs;

IV - Conducts examinations and tests by guiding and supervising their execution;

V - Resolves appeals made by candidates relative to examinations and tests;

VI - Judges the qualifications of candidates for positions as contract supernumeraries;

VII - Judges the qualifications of employees interested in transfer, reclassification, change of duties or restoration (aproveitamento);

VIII - Collaborates, when requested, with states, municipalities, autarchies and other organizations of the administration in the selection and training of personnel;

IX - Processes certificates of approval in examinations and tests;

X - Promotes, among public employees the study of problems of administration, by the concession of awards;

XI - Promotes, for the purpose of training employees, professional interchange between organizations of national public administration and between these and national or foreign public institutions or private companies;

XII - Promotes and directs the carrying out of study and observation in Brazil and abroad for purposes of employee training and specialization, and advises concerning scholarships proposed for employees;

* (including types of examinations, curriculum and locale where examination and tests must be carried out)

XIII - Proposes measures to guide in-service training;

XIV - Promotes, in collaboration with the Printing Service (S.D.) the conduct of conferences and the preparation and distribution of writings and studies on selection and training;

XV - Suggests the application of alternative forms of personnel training that appear desirable for the efficiency of public employees; and

XVI - Establishes permanent contact with ministry components to carry out efficiently its specific program activities.

SELECTION AND TRAINING DIVISION - D.S.A.

OFFICE OF DIRECTOR

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. M.LOPES	Adm. Assist. R/30	Director CC-2	27,000.00	SF 750,00	Supernumerary w/status
2. B. SIQUEIRA	Adm. Tech. Class/L	Tech. Advisor	13,000.00	FG 5,000.00 SF 1,000.00	Permanent
3. M.L. MARTINS	Adm. Assist, R/26	Tech. Advisor	11,500.00	FG 5,000.00 SF 500.00	Supernumerary w/status
4. A. BORGES	Clerk-Typist, R/23	Secretary of Dir.	7,500.00	FG 3,000.00	Supernumerary w/status
5. J.B. DA CRUZ	Servant, R/20	Messenger	6,000.00	-	Supernumerary w/status

DESCRIPTION OF DUTIES

1. Plans, organizes, directs, coordinates and controls the work of the Division.
2 & 3. Assist the Director and carry out studies and plans.
4. Transmits Director's orders. Provides information and helps visitors.
5. Delivers correspondence and papers and attends telephone calls.

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Selection and Training Division, DASP

ADMINISTRATION GROUP - (T.A.)

I - Coordinates its operations with the Communication and Materials Sections of the Administration Service (S.A.) in performing the work of the Division;

II - Provides for requisition and repair of material in use in the Division;

III - Controls the movement of papers within the Division, in accordance with instructions given by the Director; and

IV - Carries out duplicating service, except that which is the responsibility of the Duplicating Section (S.A.-5) of the Administration Service.

D.S.A. - ADMINISTRATION GROUP - T.A.

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. M.C.de O. do NASCIMENTO	Adm. Aide, R/27	Chief	11,500.00	FG 1,200.00	Supernumerary w/status
2. F. PIERRO	Clerk-Typist, R/23	Typing & Clerical	7,500.00	SF 250.00	"
3. H.O.M.G. FLÓRIDO	Clerk-Typist, R/22	Typing & Clerical	7,000.00	SF 250.00	"
4. C.A.dos S. MATTOS	Clerk-Typist, R/20	Typing & Clerical	6,000.00	-	"
5. M.H. DE OLIVEIRA	Typist, Class/D	Typing	6,000.00	-	"
6. A.R.A. DE MIRANDA	Clerk-Typis t, R/22	LWOP			"

DESCRIPTION OF DUTIES

1. Organizes, coordinates and controls the work of the group (T.A.)
2. Handles general files and filing cards. Distributes correspondence to the Sections of D.S.A. Attends to public and performs typing work.
3. Controls matters published in the Official Organ (Diário Oficial) and controls the movement of routine papers (expediente) of D.S.A. Performs typing work.
4. Performs typing work and attends to public.
5. Performs typing work.
6. On leave without pay for private business. Performs typing work.

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3.	[illegible]	[illegible]	[illegible]	[illegible]
4.	[illegible]	[illegible]	[illegible]	[illegible]
5.	[illegible]	[illegible]	[illegible]	[illegible]
6.	[illegible]	[illegible]	[illegible]	[illegible]
7.	[illegible]	[illegible]	[illegible]	[illegible]

Selection and Training Division, DASP

PLANNING SECTION (D.S.A.-1)

I - Studies and fixes the minimum requisites necessary for the efficient performance of responsibilities, and coordinates this effort with organizations qualified to supply material to this end;

II - Develops instructions and programs for examinations and tests, for the purpose of selecting personnel for the public service;

III - Judges the qualifications of candidates for employement as supernumerary contract employees as well as the qualifications of candidates for transfer, readaptation (readaptação) and restoration;

IV - Collaborates with other sections in carrying out their normal operations;

V - Maintains files of studies and investigations that they conduct;

VI - Provides the Recruitment and Studies Section (D.S.A.-2) with elements for efficient recruitment; and

VII - Provides the Enrollment Section (D.S.A.-3) and the Examination Organization and Rating Section (D.S.A.-4) with information necessary to carrying out their activities.

RECRUITMENT AND STUDIES SECTION (D.S.A.-2)

I - Proposes and takes action to create, develop and maintain sources of labor supply;

II - Adopts processes and practices to attract and guide candidates to employment in the Federal Civil Public Service;

III - Provides for dissemination not only of opportunities that are available in public service, but also of the opening of examinations;

IV - Maintains contact with educational establishments, professional, technical or cultural associations, unions, institutions of vocational guidance and any other sources of recruitment, to disseminate information regarding opportunities offered in the Federal Civil Public Service;

V - Maintains registers of persons that show interest or appear qualified for certain types of positions and informs them of examinations and tests that are offered;

VI - Gathers and analyses statistical data relative to adopted processes of selection and proposes modifications to make selection more efficient;

VII - Carries out studies of validity, credibility, selectivity and other characteristics of answers and questions to improve examination and testing tools;

VIII - Maintains close coordination with the courses carried out by DASP and by ministries to utilize them as a field of observation and study of examination techniques;

IX - Maintains current files of studies undertaken;

X - Solicits material from the Examination Organization and Rating Section (D.S.A.-4) for efficient recruitment; and

XI - Presents, to the Director of the Division, technical reports of examinations and tests carried out.

ENROLLMENT SECTION (D.S.A.-3)

I - Orients candidates to compete for public positions with greater possibilities (so that a candidate qualified for a technical job do not apply for a clerical job and vice-versa);

II - Solicits from the personnel units of public agencies lists of the provisionals who shall be enrolled ex-officio (by virtue of position held) for examination;

III - Opens, closes, approves and cancels enrollments for examinations and provides for the publication of respective public notices;

IV - Provides in all state capitals publication of the opening of enrollments;

V - Provides identification cards to candidates;

VI - Maintains in proper files, documents relative to its functions; and

VII - Furnishes the Registry Section (D.S.A.-7) data, necessary to maintenance of records of candidates and, to other sections, information requested by them.

EXAMINATION ORGANIZATION AND RATING SECTION (D.S.A.-4)

I - Assembles examiners for the organization and review of examinations;

II - Assists examining panels in the organization and review of examinations, utilizing, for this purpose, information furnished by the Planning Section (D.S.A.-1) and guides suggested by the Recruitment and Studies Section (D.S.A.-2);

III - Prepares examination papers;

IV - Establishes and makes rules assuring secrecy of examinations;

V - Provides for the correction of examinations, preparing correction keys and deciding criteria of assigning grades, following technical standards;

VI - Organizes tables of partial and final results and prepares them for dissemination;

VII - Evaluates requests for revision of examinations and reasons offered by candidates, and substantiates its opinions;

VIII - Makes by determination of the Director, total or partial revisions in examinations and tests;

IX - Prepares reports of final results, arranging candidates by order of classification;

X - Proposes approval or nullification of examinations and tests;

XI - Furnishes to the Registry Section (D.S.A.-7) results of examinations held and to the Recruitment and Studies Section (D.S.A.-2) material necessary to its studies;

XII - Keeps files of examinations held and of respective standards of judgement; and

XIII - Keeps up-to-date record of examiners organized by specialities.

EXAMINING SECTION (D.S.A.-5)

I - Assembles examiners to carry out examinations as well as reviews practical performance tests, and practical oral tests;

II - Assists examining panels in carrying out practical performance tests and practical oral tests, utilizing for that purpose information furnished by the Planning Section (D.S.A.-1) and guides suggested by the Recruitment and Studies Section (D.S.A.-2) and the Examination Organization and Rating Section (D.S.A.-4);

III - Arranges for locations and materials for examinations;

IV - Issues posters divulging dates examinations will be held;

V - Assembles, in carrying out examinations, examiners, monitors and candidates, and arranges for publication of notices relative thereto;

VI - Initiates and supervises conduct of examinations, and provides that anonimity of examination papers is preserved;

VII - Issues announcements of dates that examination papers will be identified and may be reviewed by candidates;

VIII - Identifies examination papers and provides for review by candidates, in the Federal Capital and in states;

IX - Maintains information relative to development of examinations for the purpose of informing interested persons;

X - Orders health and physical capacity examinations;

XI - Requests personal investigation of candidates through the Federal Department of Public Safety and through equivalent services in the states;

XII - Furnishes results of health and physical capacity examinations and personal investigations to the Examination Organization and Rating Section (D.S.A.-4);

XIII - Maintains complete records of adequate locations for carrying out examinations;

XIV - Maintains current records of examiners, aides and monitors of examinations; and

XV - Provides for issuance of certificates of approval after examinations and tests.

TRAINING SECTION (D.S.A.-6)

I - Carries out research and studies to determine deficiencies of public employees in relation to their performance of respective duties;

II - Studies, considering the administrative needs, sectors in which, by priority, personnel improvement must be carried out;

III - Suggests the adoption and implementation of training processes and methods that appear desirable;

IV - Proposes the organization of training courses for public employees;

V - Collaborates with interested services in the organization of instruction and programs of training courses;

VI - Organizes, in collaboration with the Courses of Administration (C.A.) training programs to be executed by the latter;

VII - Collaborates with the Recruitment and Studies Section (D.S.A.-2) and with the Examination Organization and Rating Section (D.S.A.-4) in formulating training plans to prepare candidates for examinations;

VIII - Proposes the organization of courses in Ministries, as well as collaborates with existing training units of Ministries;

IX - Prepares instructions and programs for internship, conferences, study or observation visits, seminars and debates that may be carried out by the Courses of Administration (C.A.) for the purpose of public employee improvement or specialization;

X - Establishes interchange with teaching and research institutions in Brazil and abroad, for public employee improvement, through contracting professors or granting scholarships;

XI - Programs study and observation trips in Brazil and abroad for the improvement of personnel;

XII - Makes recommendations pertaining to scholarships and training trips for public employees;

XIII - Promotes essay competition, written and oral debates, and dissemination or written materials;

XIV - Studies and proposes the adoption of standards for in-service training; and

XV - Makes studies of programs, teaching materials and examinations used by the Courses of Administration (C.A.) for the purpose of obtaining valid information regarding the efficiency of the DASP training responsibility.

REGISTRY SECTION (D.S.A.-7)

I - Organizes processes for verifying expenses of the Division;

II - Maintains current information pertinent to the various phases of all examinations and tests carried out by the Division;

III - Develops statistics of division activities; and

IV - Maintains current records of names of candidates who participated in examinations and tests.

PLANNING SECTION - D.S.A.-1

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. G.J. CAMPOS	Adm. Assist, R/28	Chief	13,000.00	FG 5,000.00 SF 1,000.00	Supernumerary w/status
2. I.P.B. LIMCEIRO	Adm. Assist, R/27	Substitute for Chief	11,500.00	SF 750.00	Supernumerary w/status
3. G.B. PEREIRA	Clerk, Class/G	Assistant	7,500.00	-	Permanent
4. C. DE SOUZA	Adm. Assist, R/27	Assistant	11,500.00	SF 750.00	Supernumerary w/status
5. M.L.M. COSTA	Clerk-Typist, R/21	Filing	6,500.00	-	Supernumerary w/status
6. N. DE A. MALTEZ	Clerk-Typist, R/23	Filing	7,500.00	-	Supernumerary w/status

DESCRIPTION OF DUTIES

1. Plans, organizes, coordinates and controls the work of the Section.
2. 3. & 4. Review processes. Prepare instructions for examinations. Review action papers for admission of contract employees. Administrative Assistant Nº 2 is substitute for the chief.
5. Keeps files and filing cards. Performs typing work.
6. Maintains files, filing cards and registers.

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RECRUITMENT AND STUDIES SECTION - D.S.A.-2

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. W.G. FERREIRA	Adm. Assist, R/28	Chief	13,000.00	FG 5,000.00 SF 500.00	Supernumerary w/status
2. A. TORRES	Adm. Assist, R/28	Substitute for Chief	13,000.00	-	Supernumerary w/status
3. E.J. DO LAGO	Adm. Assist, R/26	Assistant	10,000.00	SF 250.00	Supernumerary w/status
4. B. DA C. GONÇALVES	Clerk-Typist, R/21	Assistant	6,500.00	SF 500.00	Supernumerary w/status

DESCRIPTION OF DUTIES

1. Plans, organizes, coordinates and controls the work of the Section.

2. 3. & 4. Constitute a team to assist the chief in performing specific work of the Section (see general functions). Administrative Assistant nº 2 is substitute for the Chief.

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ENROLLMENT SECTION - D.S.A.-3

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. D. AZEVEDO	Adm. Assist, R/28	Chief	13,000.00	FG 5,000.00 SF 750.00	Supernumerary w/status
2. C.G. FERREIRA	Adm. Assist, R/27	Substitute for Chief	11,500.00	-	Supernumerary w/status
3. F.B. OLIVEIRA FILHO	" Assist, R/26	Control of recruitment	10,000.00	-	Supernumerary w/status
4. J.E. DE C. LIMA	Clerk, Class/F	Enrollment	7,000.00	SF 250.00	Permanent
5. J.M. VAIENTE	Operator, R/23	Enrollment	7,500.00	SF 750.00	Supernumerary w/status
6. G.J. MODESTO	Warehouseman, Aide, R/19	Incharge of enrollment Desk	5,200.00	-	Supernumerary w/status
7. F.V. FERREIRA	Clerk Typist, R/21	Clerical	6,500.00	SF 1,000.00	Supernumerary w/status
8. B.S. DE FREITAS	Servant, R/18	Messenger	4,800.00	-	Supernumerary w/status

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ENROLLMENT SECTION - D.S.A.-3

DESCRIPTION OF DUTIES

1. Plans, organizes, coordinates, and controls the work of the Section.
2. Substitute for the Chief. Reviews processes. Answers correspondence and controls candidates for transfer.
3. Assists and controls Recruitment Posts in the states.
4. Receives enrollment papers and provides information to the public.
5. Receives enrollment papers. Examines and revises personal cards of candidates. Provides information to the public.
6. In charge of the Recruitment Desk. Receives enrollment papers and attends to the public.
7. In charge of protocol (registering of papers) and files.
8. Distributes correspondence and apers within the Section.

DASP - January, 1959

Selection and Training Division, DASP

RECRUITMENT POSTS IN THE STATES

I - Provide, in the State Capitals where they are established, for the publication of the opening of enrollment;

II - Orient candidates, from respective States, who desire to compete for public positions;

III - Provide identification card to candidates.

D.S.A. RECRUITMENT POSTS IN THE STATE

NAME	TITLE & GRADE	SALARY Cr$	STATUS	POST City	State
1. A. DE S. PRADO	Adm. Assist, R/27 Person in charge	11,500.00	Supernumerary	S. Paulo	S. Paulo
2. I.T. DE A. GUSMÃO	Adm. Assist, R/30	15,500.00	Supernumerary	S. Paulo	S. Paulo
3. H. PRADO	Servant, R/16	3,800.00	Supernumerary	S. Paulo	S. Paulo
4. J.B. DA SILVA	Servant, R/17	3,800.00	Supernumerary	S. Paulo	S. Paulo
5. C. RIBEIRO, JR.	Adm. Assist, R/27 Person in charge	11,500.00	Supernumerary	Belo Horizonte	Minas Gerais
6. C.V.T.D. DA SILVEIRA	Clerk, Class/E	6,500.00	Permanent	Belo Horizonte	Minas Gerais
7. H.S. DUTRA	Clerk, Class/E	6,500.00	Provisional	Belo Horizonte	Minas Gerais
8. A.J. DE MACEDO	Typist, Class/E Person in charge	6,500.00	Permanent	Salvador	Bahia
9. M.A.DIAS	Servant, R/16	3,800.00	Supernumerary	Salvador	Bahia
10. J.T.F. GALDAS	Clerk Typist, R/22 Person in charge	7,000.00	Supernumerary	Recife	Pernambuco
11. M.L. PEIXOTO	Servant, R/16	3,800.00	Supernumerary	Recife	Pernambuco
12. N.J. FERREIRA	Servant, R/16	3,800.00	Supernumerary	Recife	Pernambuco
13. F. DE P. OLIVEIRA	Adm. Offi.,Class/J Person in charge	10,000.00	Permanent	Fortaleza	Ceará
14. M.J. GOMES	Servant, R/18	4,800.00	Supernumerary	Fortaleza	Ceará
15. M.L. DE M. FALCÃO	Adm. Assist, R/26	10,000.00	Supernumerary	Fortaleza	Ceará
16. J.P. ESTUMANOO	Servant, R/16	3,800.00	Supernumerary	Belém	Pará

DASP - January, 1959

NAME	TITLE & WORK	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. A.G. LEITE	Adm.Assist, R/28	Chief	13,000.00	FG 5,000.00 SF 1,250.00	Supernumerary w/status
2. A.P. DA FONSECA	Adm. Assist, R/26	Substitute for Chief	10,000.00	Ad 2,500.00	Supernumerary w/status
3. J.M. FIUZA	Adm. Assist, R/27	Coordination	11,500.00	-	Supernumerary w/status
4. C. TEIXEIRA	Adm. Assist, R/27	Coordination	11,500.00	SF 1,000.00	Supernumerary w/status
5. C.M. DE CASTRO	Adm. Assist, R/28	Control	13,000.00	-	Supernumerary w/status
6. H.E. AZEVEDO	Clerk, Class/F	Control	7,000.00	-	Permanent
7. A.B. GRANADEIRO	Clerk-Typist, R/20	Clerical	6,000.00	-	Supernumerary w/status
8. J.J. TERRÃO	Operator R/22	Examination papers	7,000.00	SF 1,000.00	Supernumerary w/status
9. N.R. CORRÊA	Adm. Aide, R/26	Clerical	10,000.00	SF 250.00	Supernumerary w/status
10. O.S. VISINTIN	Clerk-Typist, R/20	Clerical	6,000.00	-	Supernumerary w/status
11. R.P. DA COSTA	Clerk-Typist, R/20	Clerical	6,000.00	-	Supernumerary w/status
12. M.N. VIEIRA	Servant, R/13	Attendant and Messenger	3,800.00	-	Supernumerary w/status

DASP - January, 1959

EXAMINATION ORGANIZATION AND RATING SECTION - D.S.A.-4

DESCRIPTION OF DUTIES

1. Plans, organizes, coordinates and controls the work of the Section.

2. 3. & 4. Coordinate Examining Panels. Revise examination sheets. Correct examination papers and review such corrections. Reviews processes and answers correspondence. Nº 2 is the substitute for the Chief.

5. & 6. Compute and control results of examination. Prepare notices

7. Provides information to the public. Occasionally, reviews processes. Performs typing work.

8. Provides for the duplicating mimeograp of examination papers and instructions for examinations. Keeps and distributes examination papers.

9. Posts grades obtained by candidates and provides information to candidates. Helps general work of the Section.

10. & 11. Prepare and file cards of processes. Helps general work of the Section.

12. Distributes routine papers within the Section.

DASP - January, 1959

EXAMINING SECTION - D.S.A.-5

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. A. DA S. CUNHA	Adm. Off., Class/K (M.A.)	Chief	11,500.00	FG 5,000.00	Permanent
2. C.P. DA C. PAIVA	Operator, R/26	Substitute for Chief	10,000.00	SF 250.00	Supernumerary w/status
3. H.P. FELICIO	Adm.Off. Class/H	Execution of examination	8,300.00	SF 1,000.00	Permanent
4. V. DE R. CORREA	Adm. Aide, R/27	Execution of examination	11,500.00	-	Supernumerary w/status
5. J. SCHETTINI	Clerk-Typist, R/23	Execution of examination	7,500.00	SF 750.00	Supernumerary w/status
6. A. A.do NASCIMENTO	Servant, R/19	Attendant and messenger	5,200.00	SF 500.00	Supernumerary w/status

DESCRIPTION OF DUTIES

1. Plans, organizes, coordinates and controls the work of the section.
2. Carries out examination and identification of examination papers. Controls examination and processes of transfer of employees. Maintains records of locations for examinations.
3. Carries out examination and identification of examination papers. Assembles monitors for examinations and answers correspondence.
4. Carries out examination and identification of examination papers. Provides for issuance of certificates of qualification in examination. Maintains records of processes.
5. Carries out examination and identification of examination papers. Requests personal investigation of candidates. Performs occasional typing work.
6. Distributes routine papers within the sections.

DASP - January, 1959

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. N.F. REIS	Adm. Assist, R/28	Chief	13,000.00	FG 5,000.00 SF 750.00	Supernumerary w/status
2. C.S. LANDMANN	Adm. Assist, R/27		11,500.00	SF 500.00	"
3. C. G. DO AMARAL	Adm. Assist, R/28	Substitute for Chief	13,000.00	SF 1,000.00	"
4. E.G. PEREIRA	Clerk-Typist, R/23		7,500.00	-	"
5. A.X. MOREIRA	Adm. Tech., Class/K		11,500.00	SF 1,250.00	"

DESCRIPTION OF DUTIES

1. Plans, organizes, coordinates and controls the work of the Section.
2. Provides for the divulgation of examinations. Carries out bibliographical surveys and gives orientation to candidates.
3. Substitute for the Chief. Makes studies relative to improvement of public employees and provides information thereto. Reviews processes of training grants. Organizes courses.
4. Maintains files and filing cards.
5. Provides information and conducts studies over training.

DASP - January, 1959

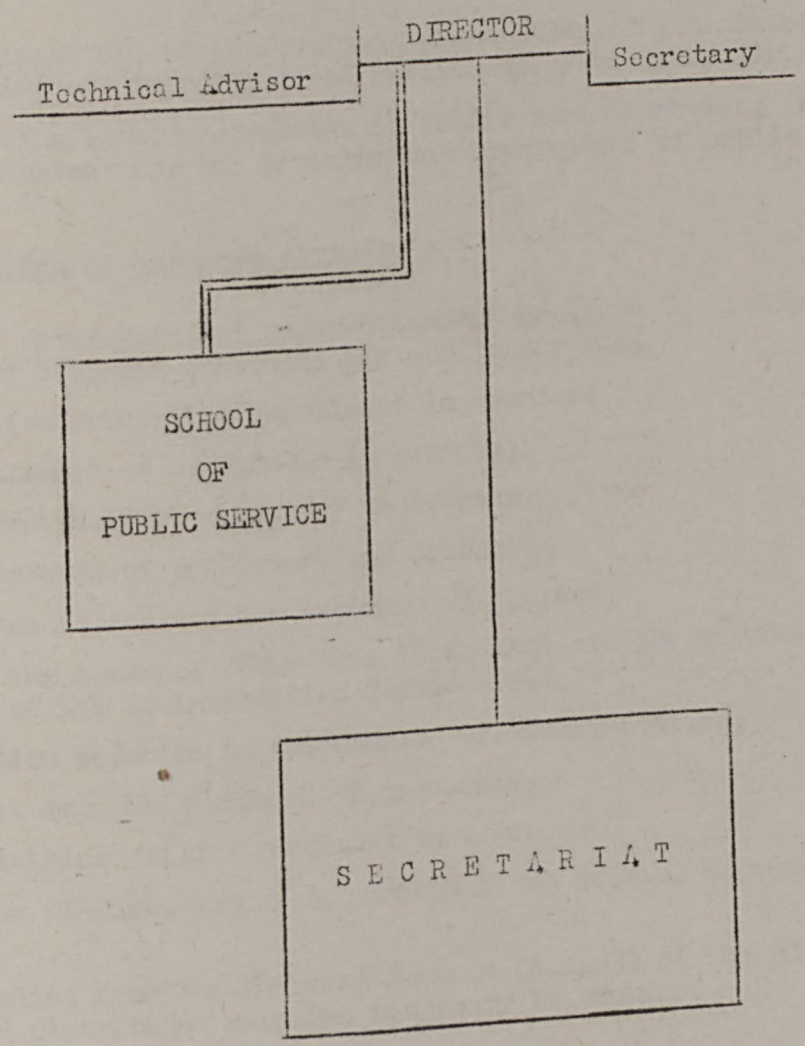
REGISTRY SECTION - D.S.A.-7

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. I. HALLAWELL	Adm. Offi. Class, K	Chief	11,500.00	FG 5,000.00	Permanent
2. A.M.A. DE ATHAYDE	Clerk Typist, R/23	Substitute for Chief	7,500.00	SF 250.00	Supernumerary w/status
3. Z. DE A. GOMES	Clerk Typist, R/20	Files & Records	6,000.00	-	Supernumerary w/status
4. J.M. DA SILVA	Clerk Typist, R/21	Records & Typing	6,500.00	-	Supernumerary w/status
5. N.R. TEIXEIRA	Clerk Typist, R/21	Payroll	6,500.00	SF 250.00	Supernumerary w/status

DESCRIPTION OF DUTIES

1. Plans, organizes, coordinates and controls the work of the Section.
2. Exercises control of accounts and funds. Reviews processes.
3. Keeps filing cards. Records examination papers. Performs occasional typing work.
4. Prepares cards of candidates. Performes occasional typing work.
5. Organizes and checks payroll sheets. Prepares cards of candidates.

COURSES OF ADMINISTRATION (C.A.)



—— Direction
═══ Coordination

DASP - Jan., 1959

General Functions of

COURSES OF ADMINISTRATION

Functions as an institute of professional preparation of administrators for federal public service and for the training and improvement of public employees generally. Comprehends:

1. Courses of professional preparation in public administration; and
2. Independent courses for the training and improvement of public employees generally.

SECRETARIAT OF THE COURSES OF ADMINISTRATION (C.A.)

I - Cooperates in the development of instruction and programs for independent or coordinated courses, for the purpose of training personnel for public service;

II - Provides information concerning enrollment in courses;

III - Arranges for enrollment of candidates in courses;

IV - Carries out all routine work necessary to courses;

V - Controls the attendance of professors and students;

VI - Organizes processes to account for expenses of courses;

VII - Provides duplicating services other than those that are the responsibility of the Duplicating Section (S.A.-5) of the Administration Service (S.A.);

VIII - Provides information relative to the Courses of Administration;

IX - Exercises control over the movement of processes;

X - Organizes and maintains files pertinent to courses;

XI - Prepares estimates of cost, material, personnel and related expenses necessary to carry out courses; and

XII - Requisitions supplies from the Material Section (S.A.-3) of the Administration Service (S.A.) and maintains and distributes supplies necessary to courses.

COURSES OF ADMINISTRATION

OFFICE OF DIRECTOR

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. M.S. PEÇANHA	Adm. Assist, R/27	Director CC-5	23,000.00	-	Supernumerary w/status
2. M. DO C.S. VIEIRA	Adm. Officer, Class J	Secretary of Director	10,000.00	FG 3,000.00	Permanent

DESCRIPTION OF DUTIES

1. Guides, directs and supervises the operation of the Secretariat and of the Courses.

2. Serves as receptionist. Replies individual correspondence of the Director. Types or arranges for typing papers drafted by the Director. Coordinates or executes specific tasks assigned to her.

DASP - January, 1959

COURSES OF ADMINISTRATION

SECRETARIAT

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE . Cr$		STATUS
1. D.F. PINTO	Adm. Off. Class/I	Chief	9,100.00	FG	5,000.00	Permanent
2. T. LIMA	Adm. Assist, R/27	Chief of TC/C	11,500.00	FG	3,000.00	Supernumerary
3. E.R. DE SOUZA	Clerk Typist, R/22	Integrates TC/C	7,000.00	SF	500.00	Supernumerary
4. O.P. DE OLIVEIRA	Clerk Typist, R/20	" "	6,125.00	SF	500.00	Supernumerary
5. V. DAS. MEDEIROS	Clerk, Class/G	" "	7,500.00		-	Permanent
6. A.T. PINTO	Adm. Off., Class/H	" "	8,300.00		-	Permanent
7. M. MEDEIROS	Clerk, Class/E	" "	6,500.00		-	Provisional
8. E.F. PINTO	Adm. Assist, R/26	Chief of TME	10,000.00	FG	3,000.00	Supernumerary
9. V. DE P. VIANNA	Servant, R/19	Integrates TME	5,200.00	SF	250.00	"
10. G.S. DE OLIVEIRA	Artisan, R/19	" "	5,200.00	SF	750.00	"
11. J.D. DA SILVA	Servant, R/20	" "	6,000.00	SF	500.00	"
12. R.G. DA COSTA	Servant, R/19	" "	5,200.00		-	"
13. P. ROCHA	Adm. Aide, R/26	Chief of TRA	10,000.00	FG	3,000.00	"
14. W.L. ROCHA	Clerk Typist, R/23	Integrates TRA	7,500.00		-	"
15. H. ZARUR	Clerk Typist, R/23	Integrates TRA	7,500.00		-	"

DASP - January, 1959

Continuation,

NAME	TITIE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
16. A. DE B. SÁ	Clerk, Class/E	Integrates TRA	6,500.00	-	Provisional
17. G. DE. S. AZEVEDO	Servant, R/21	Integrates TRA	6,500.00	-	Supernumerary
18. N.M. FERRARI	Adm. Assist, R/27	Integrates TRA	11,500.00	-	Supernumerary
19. N.L. BORSATTO	Editor, R/25	Chief of TMD	9,100.00	FG 3,000.00	Supernumerary
20. W.V. REGO	Adm. Aide, R/26	Integrates TMD	10,000.00	SF 750.00	Supernumerary
21. M. PETER	Clerk Typistt R/23	Integrates TMD	7,500.00	-	Supernumerary
22. M.N. BITTENCOURT	Clerk, Class/G	"	7,500.00	SF 500.00	Permanent
23. E.P. COELHO	Clerk Typist, R/23	"	7,500.00	-	Supernumerary
24. M.M. CARVALHO	Inspector, R/20	"	6,000.00	-	Supernumerary
25. R.C. DA SILVA	Servant, R/19	"	5,200.00	-	Supernumerary
26. P. DA FONSECA	Servant, R/20	"	6,000.00	SF 500.00	Supernumerary
27. N.S. CARVALHO	Inspector, R/20	Chief of TIF	6,000.00	FG 3,000.00	Supernumerary
28. A.A. AVELAR	Editor, R/25	Integrates TIF	9,100.00	-	Supernumerary
29. W. GOMES	File Clerk, Class/G	"	7,500.00	-	Provisional
30. F. D. FERREIRA	Servant, R/18	"	4,800.00	-	Supernumerary
31. C.C. dos SANTOS	Clerk, Class/E	"	6,500.00	-	Permanent
32. H.J. DO LAGO	Operator, R/21	Chief of TC	6,500.00	FG 3,000.00 SF 1,000.00	Supernumerary
33. C.E. VAILATI	Adm. Aide, R/27	Integrates TC	11,500.00	-	Supernumerary
34. N. NEVES	Clerk Typist, R/23	Integrates TC	7,500.00	-	Supernumerary

DASP - January, 1959

COURSES OF ADMINISTRATION - C.A.

SECRETARIAT

DESCRIPTION OF DUTIES

1. Distributes, supervises and controls the work of the Secretariat.

2.) Integrate TC/C (Correspondence Courses) performing same duties: Prepare inscription cards
3.) and forward them in accordance with requests made. Develop enrollment process. Orient
4.) students concerning matters contained in special instructions. Distribute lessons,
5.) exercises and instructions necessary to the student's proficiency. Correct the exercises
6.) and record respective errors on special cards . Maintain current filing-cards. Answer
7.) correspondence. Contact the Communication Section (S.A.-1 of S.A., DASP) and Telegraph
) and Post Office Department (D.C.T.) in order to keep regularity in the expedition of
) teaching materials. Exercises severe control over the recording of grades for the purpose
) of issuing certificates (Art. 24, Decree No. 38.650 of Jan. 25, 1956). Administrative
) Officer No. 2 supervises the work of TC/C.

8.) Integrate TME (Supply and Equipment - Materials Depository and Custodial) performing same
9.) duties: Provide for the cleaning, custody and maintenance of permanent material. Provide
10.) for the requisition, custody, maintenance and distribution of consumable material. Receive,
11.) control and distribute teaching materials in collaboration with TIF. Consult with TIF in
12.) order to organize groups of students with respect to distribution (lotação) and use of
) class-rooms. Prepare for use the equipment necessary to practical work. Take care of
) operation of audio-visual aides (projection cameras, light and sound machines, etc.).
) Superintend the work of the custodial staff, including communication and sanitation of
) work quarters. Provide for the binding of class resumes of the C.A. Administrative
) Assistant No. 8 supervises the work of TME.

Continuation,

13.) Integrate TRA (Records and Files) performing same duties: Maintain current the following
14.) records: a) inscriptions; b) enrollment and control of students proficiency; c) issuance
15.) of diplomas. Keep up-to-date: a) personal cards of employees; b) cards of courses given.
16.) Keep up-to-date the following files: a) sample of examination papers; b) class resumés;
17.) c) exercises; d) practical work; e) projects. Put in order, check, classify and keep:
18.) processes of opening, execution and closing of courses. Organize, classify and file the
) individual files of students. Keep current documentation of acts, notices and work of the
) courses. Prepare, in collaboration with the other groups, material for information, pub-
) licity and reports. Administrative Aide No. 13 supervises the work of TRA.

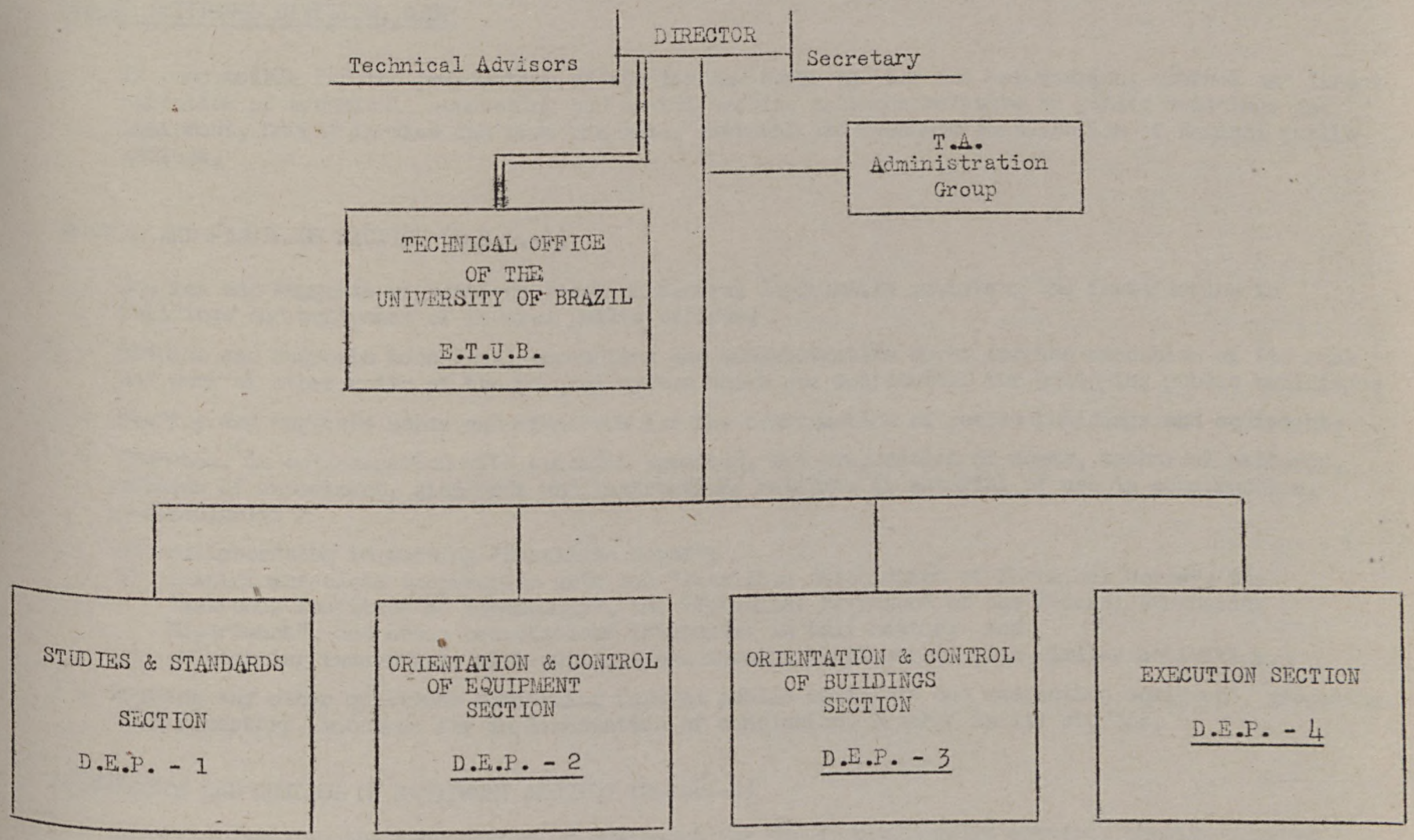
19.) Integrate TMD (Duplicating) performing same duties: Duplicate routine papers, class resumés
to) and exercises. Prepare personal cards, record-book of inscriptions, record-book of en-
26.) rollment and control of students proficiency, diplomas and certificates. Cut stencils for
) mimeographic work and type DITTO sheets. Provide for the printing of class resumés and
) exercises. Editor No. 19 supervises the work of TMD.

27.) Integrate TIF (Inscriptions and Supervision) performing same duties: Open, proceed and
28.) close the inscriptions. Orient candidates concerning inscription processes. Prepare
29.) inscription cards. Handle, check and revise daily tables of movement of inscriptions.
30.) Develop enrollment processes. Prepare identification cards. Orient professors and students
31.) concerning disciplinary matters and special instructions. Maintain internal discipline
) in the classes. Record occurrences and incidents verified during the classes. Help the
) professors in the inspection of conduct in classes, practical work and examination.
) Distribute the class resumés. Provide for the execution of regular examinations. Exercise
) severe control over record of attendance of professors and students. Check and document
) vouchers for payment of professors and monitors. Inspector No. 27 supervises the work of
) TIF.

) Integrate TC (Control) performing same duties: Control the budget of C.A. Prepare and follow-
) up on procurement and public bids. Prepare and control payroll of professors, monitors and
32.) aides. Maintain contact with the Tribunal of Accounts and the Ministry of Finance. Control
33.) the files of professors of C.A. Control the cards of employees assigned to C.A. Arrange for
34.) identification and anonimity of examination papers of the courses of C.A. Control the trans-
) mittal of examination papers for correction. Control the attendance (ponto) of employees
) assigned to C.A. Control the evaluation of students proficiency. Take care of the protocol
) (registering of papers) of the C.A. Operator No. 32 supervises the work of TC.

DASP - January, 1959

PUBLIC BUILDINGS DIVISION (D.E.P.)



—— Direction
═══ Coordination

DASP - Jan., 1959

General Functions of

PUBLIC BUILDINGS DIVISION, DASP

Is responsible for the preparation of studies and norms and for the orientation, control and direct execution of technical, accounting and administrative measures relative to public buildings and equipment, having in view the most complete, rational and economic installation of federal public offices.

STUDIES AND STANDARDS SECTION (D.E.P.-1)

I - Studies and suggests regulations based on federal legislation governing the installation in buildings and equipment of federal public offices;

II - Studies and suggests technical, accounting and administrative norms for the execution of its work and work of other units of the federal system which are responsible for equipping public buildings;

III - Studies and suggests norms and standards for the construction of public buildings and equipment;

IV - Promotes, in collaboration with specific agencies, the preparation of norms, technical patterns, methods of experiment, standards and instructions relative to material of use in construction, particularly:

a) collaborating in setting "Brazilian Norms";
b) maintaining close cooperation with the "Brazilian Association of Technical Norms", the "National Institute of Technology", the "Technical Division" of the Federal Purchasing Department", and other associations interested in this matter; and
c) maintaining interchange with national and foreign institutions with similar activities.

V - Studies any other questions concerning federal public buildings and respective equipment, proposing when necessary, measures for implementation of conclusions reached in its studies.

ORIENTATION AND CONTROL OF EQUIPMENT SECTION (D.E.P.-2)

I - Gives guidance in the acquisition of equipment for the federal public service, cheking sources of production and movement to direct suppliers;

II - Guides and controls the utilization of equipment in federal public service;

III - Collaborates in the preparation of the National Budget Proposal with respect to appropriation for equipment, particularly:

a) examining partial budget proposals;
b) discussing such proposals with interested persons;
c) participating in the preparation of final presentation.

IV - Makes surveys and inquiries necessary to fulfilling its responsibility of direction and control; and

V - Follows through on budget execution.

ORIENTATION AND CONTROL OF BUILDINGS SECTION (D.E.P.-3)

I - Directs and controls the execution of works and the installation of fixed equipment in public buildings, particularly:

a) examining projects, specifications and estimates of cost of construction, remodeling, maintenance and repair of public buildings, execution of which depends on the approval of the President of the Republic;
b) examining projects, specifications and estimates of cost of installation, remodeling, maintenance and repair of fixed equipment in public buildings, execution of which depends on the approval of the President of the Republic;
c) following up on execution of work and equipping of federal public buildings through periodic reports received from other offices with related responsibility, as well as, by direct inspection when judged necessary;
d) taking any other measures of direction and control, to assure, from technical and economic points of view, the most efficient planning and execution of work and equipping of federal public buildings;
e) entering in contacts with other agencies of the federal system of public buildings, whenever necessary, to guide them and to receive information from the, for the purpose of making more efficient and timely the measures of control to its responsibility;

II - Collaborates in the preparation of the National Budget Proposal with respect to appropriations for works and fixed equipment of public buildings, particularly:

a) examining partial budget proposals;
b) discussing such budget proposals with interested persons;
c) participating in the preparation of final presentation;

III - Follows through on the budget execution.

EXECUTION SECTION (D.E.P.-4)

I - Prepares projects and specifications for standards of equipment to be adopted in federal public offices, in accordance with data furnished by the Studies and Standards Section (D.E.P.-1);

II - Prepares projects, specifications and estimates of cost of the buildings and model equipment to be adopted by federal public services, in accordance with data furnished by the Studies and Standards Section (D.E.P.-1)

III - Prepares projects, specifications and estimates of cost of construction, remodelling, maintenance and repair, as well as installation, maintenance and repair of equipment, concerning:

a) public buildings in which more than one Ministry is concerned;
b) public building in which DASP is concerned directly;

IV - Directs, in cases of a) and b) above, the execution of work and installation and other services relative to equipping;

V - Prepares, when necessary, substitute projects, specifications and estimates of cost for those submitted for examination, according to Item I, a) and b) of general functions of Orientation and Control of Buildings Section (D.E.P.-3); and

VI - Makes drawings which are necessary to the work of the Division and other components of DASP.

PUBLIC BUILDINGS DIVISION - D.E.P.

OFFICE OF DIRECTOR

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. L.P. DE BARROS	Engineer, R/30	Director, CC-2	27,000.00	SF 750.00	Supernumerary w/status
2. J.F. SAMPAIO	Engineer, Class/M (M.E.C.)	Tech. Advisor	14,500.00	FG 5,000.00 Ad 2,175.00	Permanent
3. O.E. RAULINO	Specialist decorator R/31	Tech. Advisor	17,000.00	FG 5,000.00 Ad 2,550.00 SF 750.00	Supernumerary w/status
4. M.A.C. DE AZEVEDO	Adm. Assist., R/29	Secretary	14,500.00	FG 3,000.00 Ad 2,175.00	Supernumerary w/status
5. O. DE C. MAGALHÃES	Messenger, R/18	Messenger	4,800.00	SF 750.00	"

DESCRIPTION OF DUTIES

1. Orients, guides and supervises the work of the units under his direction.
2. & 3. Perform assignments of a specialized nature which are committed by the Director. Nº 2 is employee of Ministry of Education and Culture on detail in DASP.
4. Attends to persons who desire to communicate with the Director introducing them or giving to him information of the matter to handle. Replies individual corresponde of Director. Types or arranges for typing papers drafted by chiefs. Coordinates or executes specific tasks assigned to her.
5. Serves as messenger.

DASP - January, 1959

Public Buildings Division, DASP

ADMINISTRATION GROUP - (T.A.)

I - Coordinates its operations with the Communication and Materials Section of the Administration Service (S.A.) in performing the work of the Division;

II - Provides for requisition and repair of material in use in the Division;

III - Controls the movement of papers within the Division, in accordance with instructions given by the Director;

IV - Carries out duplicating service, except that which is the responsibility of the Duplicating Section (S.A.-5) of the Administration Service (S.A.)

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. E.P. DE FARIA	Typist, Class/E	Person in charge	6,500.00	FG 1.200,00 SF 500,00	Permanent

DESCRIPTION OF DUTIES

1. Person in charge of the T.A. Receives and records processes and correspondence. Classifies and files technical documents. Provides information relative to the progress of processes. Executes duplicating work except that which is responsibility of Duplicating Section (S.A.-5) of the Administration Service (S.A.)

DASP - January, 1959

STUDIES AND STANDARDS SECTION - D.E.P.-1

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. R.A.R. DA CÂMARA	Engineer, R/30	Chief	15,500.00	FG 5,000.00	Supernumerary w/status
2. L. SPIVAK	Engineer, Class/L	Substitute for Chief	13,000.00	SF 750.00	Permanent
3. F. DE C. LENGRUBER	Engineer, Class/N	Technical	15,500.00	Ad 5,750.00 SF 250.00	Permanent

DESCRIPTION OF DUTIES

1. Plans, organizes, coordinates and controls the work of the Section.

2. & 3. Constitute a team to collaborate directly with the Chief of the Section in performing specific work. Nº 2 is substitute for the Chief.

DASP - January, 1959

ORIENTATION AND CONTROL OF EQUIPMENT SECTION - D.E.P.-2

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. M. RONCHINI	Engineer, R/29	Chief	14,500.00	FG 5,000.00 SF 500.00	Supernumerary w/status
2. S. MEFANO	Engineer, R/29	Substitute for Chief	14,500.00	SF 1,000.00	Supernumerary w/status
3. A.V.C.C. DE ALBUQUERQUE	Engineer, R/28	Technical	13,000.00	-	Supernumerary w/status
4. M.F. DA COSTA	Engineer, R/27	Technical	11,500.00	-	Supernumerary w/status

DESCRIPTION OF DUTIES

1. Plans, organizes, coordinates and controls the work of the Section.

2. 3. & 4. Constitute a team to collaborate directly with the Chief of the Section in performing specific work.

DASP - January, 1959

ORIENTATION AND CONTROL OF BUILDINGS SECTION - D.E.P.-3

N A M E	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. J.B. BIDART	Engineer, R/31	Chief	17,000.00	FG 5,000.00 Ad 2,550.00 SF 500.00	Supernumerary w/status
2. S.C. DE SOUZA	Engineer, Class/N	Technical	15,500.00	SF 250.00	Permanent
3. A. DE A. LYRA	Engineer, Class/M	Substitute for Chief	14,500.00	SF 250.00	Permanent
4. E. FRANÇOIS FILHO	Engineer, R/29	Technical	14,500.00	SF 750.00	Supernumerary w/status
5. H.M. SILVA	Engineer, Class/L	Technical	13,000.00	-	Permanent

DESCRIPTION OF DUTIES

1. Plans, organizes, coordinates and controls the work of section.

2. 3. 4. & 5. Constitute a team to collaborate directly with the Chief of the Section in performing specific works. Nº 3 is substitute for the Chief.

DASP - January, 1959

EXECUTION SECTION - D.E.P.-4

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. L.M. VILLELA	Engineer, R/31	Chief	17,000.00	FG 5,000.00 SF 250.00	Supernumerary w/status
2. A.G. DA SILVA	Engineer, R/28	Substitute for Chief	13,000.00	SF 1,500.00	"
3. R.T. PALMEIRA	Draftsman, R/26	Drawing	10,000.00	SF 250.00	"

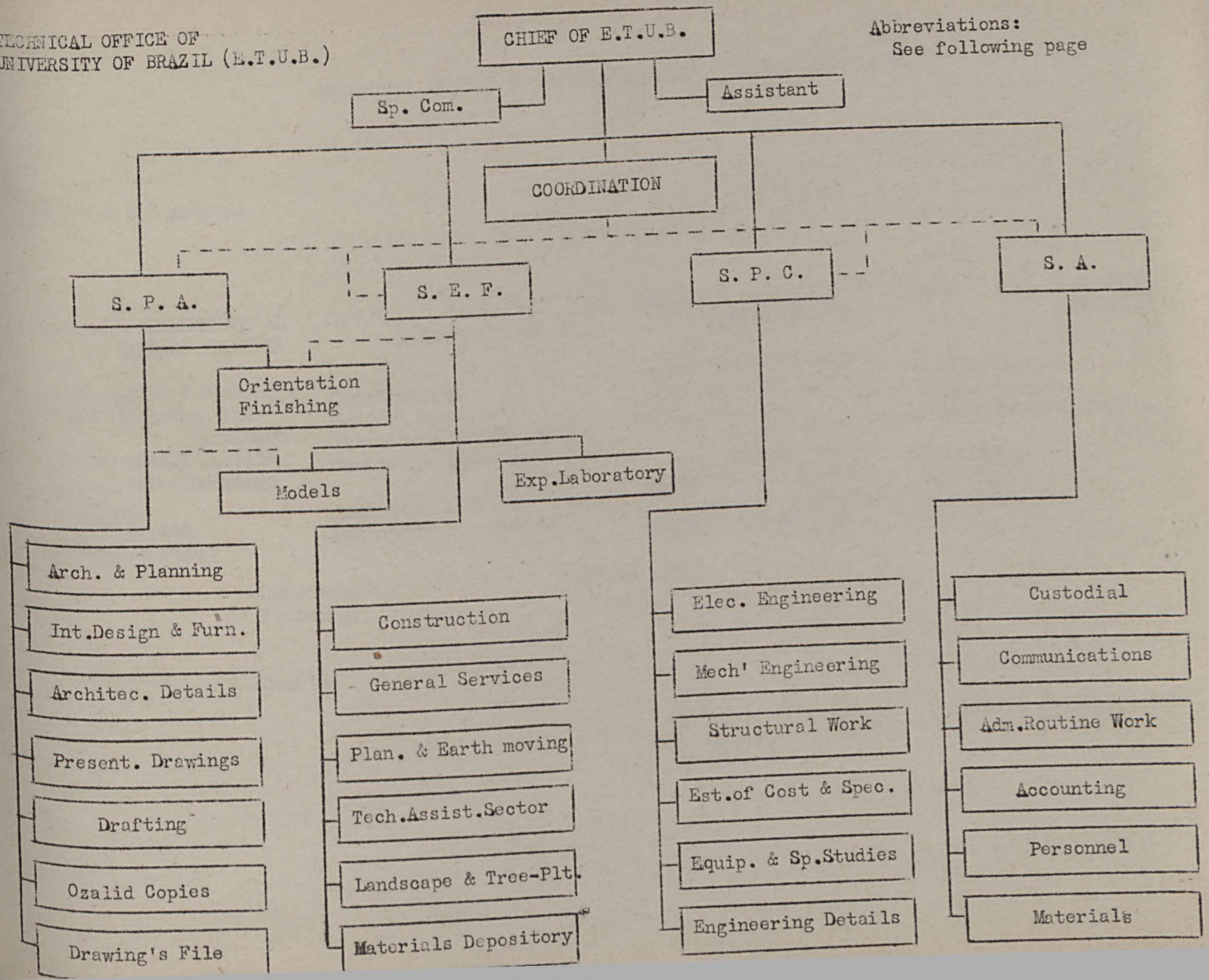
DESCRIPTION OF DUTIES

1. Plans, organizes, coordinates and controls the work of the section.
2. & 3. Constitute a team to collaborate directly with the Chief of the Section in performing specific work. Nº 2 is substitute for the Chief.

DASP - January, 1959

TECHNICAL OFFICE OF
UNIVERSITY OF BRAZIL (E.T.U.B.)

Abbreviations:
See following page



TECHNICAL OFFICE OF THE UNIVERSITY OF BRAZIL - E.T.U.B.

CHIEF

Special Commissions

C O O R D I N A T I O N

S.P.A. - ARCHITECTURAL DESIGN SERVICE

Architecture & Planning
Interior Design and Furniture
Architectural Details
Presentation Drawings
Drafting
Ozalid Copies
Drawing's File

S.E.F. - EXECUTION AND SUPERVISION SERVICE

Construction
General Services
Planning & Earthmoving
Technical Assistance Sector
Landscape & Tree-planting
Materials Depository

S.P.C. - ENGINEERING DESIGN SERVICE

Electrical Engineering
Mechanical Engineering
Structural Work
Estimates of Cost and Specifications
Equipment and Special Studies
Engineering Details

S.A. - ADMINISTRATION SERVICE

Custodial
Communications
Administrative Routine Work
Accounting
Personnel
Materials

Orientation
Finishing

Experimental Laboratory

Models

DASP - January, 1959

General Functions of

TECHNICAL OFFICE OF THE UNIVERSITY OF BRAZIL - E.T.U.B.

I - Maintains contact with the Supervisory Commission for Planning and Execution of the University City of the University of Brazil (C.S.P.E.) in order to obtain approval for its administrative acts and plans, as well as guidance relative to the installation of school-units of the University City;

II - Designs and details, from the architectural point of view, all constructions of the University City;

III - Supervises, in the technical part, the execution of building committed to third persons through any form of contract;

IV - Carries out public bids and procurement, through written authorization of the C.S.P.E., for the selection of firms to execute, by contract, the planned constructions;

V - Executes that portion of general works necessary to the construction and installation of the University City, when the committement to third persons is not convenient;

VI - Plans, along with the regular installations, those which are necessary to the specialized services, and selects the specialized firms to execute them;

VII - Maintains, from the administrative point of view, general services necessary to the control of finance, personnel and material utilized in the University City.

COORDINATION

I - Maintains permanent contact with the Services of E.T.U.B.

II - Distributes instructions of the Chief of ETUB to the sectors so that each one can prepare, according to respective specialization, its part in the work program;

III - Orients, through consultation or submission to the Chief of ETUB, concrete cases arising in the the services;

IV - Directs, when the w ork volume does not require the designation of an assigned Chief, the Engineering Design Services (S.P.C.);

V - Provides technical assistance to the Chief of ETUB and substitutes for him.

ARCHITECTURAL DESIGN SERVICE (S.P.A.)

I - Designs and details, from the architectural point of view, all buildings to be constructed in the University City;

II - Carries out studies of zoning and fundamental landscape aspects;

III - Designs interior decoration and furnitures for the buildings;

IV - Designs and specifies the architectural detailing of the constructions;

V - Prepares drafts, designs and presentation drawings as well as provides respective ozalid copies;

VI - Maintains files of drawings executed in S.P.A.

EXECUTION AND SUPERVISION SERVICE (S.E.F.)

I - Supervises,, in the technical part, the execution of constructions committed to contractors;

II - Executes the general works necessary, such as: provisional net-works of electricity, water, telephone as well as construction and maintenance of vias of access to the constructions, soil prospecting, construction of pavilions for administration, warehouse, workshops, garages, depositories, houses and shelters for laborers, formation of botanic gardens and preparation of seedling for tree-planting and gardening;

III - Executes the work of gardening and tree-planting of the University City;

IV - Maintains, in the Materials Depository, the materials of construction acquired by ETUB to be furnished to the contractors and utilized by S.E.F.;

V - Prepares requisition for acquisition of material of construction (iron, cement, wood, bricks, etc.) and forwards them to the Materials Sector of the Administration Service (S.A.);

IV - Directs, when the w ork volume does not require the designation of an assigned Chief, the Engineering Design Services (S.P.C.);

V - Provides technical assistance to the Chief of ETUB and substitutes for him.

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IV - Maintains, in the Materials Depository, the materials of construction acquired by ETUB to be furnished to the contractors and utilized by S.E.F.;

V - Prepares requisition for acquisition of material of construction (iron, cement, wood, bricks, etc.) and forwards them to the Materials Sector of the Administration Service (S.A.);

VI - Certifies invoices relative to materials received;

VII - Registers, keeps and distributes materials acquired for use in the site of constructions;

VIII - Maintains control of quantities of material distributed;

IX - Maintains an auxiliary accounting sector for the control of the quantities of material of construction furnished to the contractors and utilized by the S.E.F.

X - Presents to the Accounting Sector of S.A. a report of the quantities of material of construction both utilized by S.E.F. and furnished to the contractors for purposes of reimbursement.

XI - Maintains a Technical Assistance Sector destined to repair maintenance of buildings already being utilized, as well as to provide mechanical, cleaning, lubrification and maintenance services for the machinery and vehicles of ETUB; *

XII - Takes care of the protection and guard of machinery and vehicles belonging to ETUB.

The Sector of Orientation and Finishing, under the administrative control of S.P.A., gives guidance to the S.E.F. with respect to the finishing of constructions.

The Sector of Models, under the administrative control of S.E.F. and technical guidance of S.P.A., executes models of the buildings of the University City.

The Experimental Laboratory, working directly with S.E.F., carries out soil prospecting surveys and crack test of reinforced concrete structures.

ENGINEERING DESIGN SERVICE (S.P.C.)

I - Prepares estimates of cost and specifications of architectural projects and of installation and equipments;

* The functions of this Sector will be transferred to the future "Prefeitura" of the University City afte the total completion of its construction and installation.

Plans and details general installations and equipment.

Plans and calculates, consulting with credited calculators whenever necessary, structures of constructions, and accompanies the execution of projects to certify whether the specifications and norms are being observed;

Measures the structures executed for purposes of payment of invoices;

Plans, along with the regular installations, special installations and equipments (air condicioning, steam , power, etc.) which are necessary to the specialized services (hospitals, laboratories, etc.)

ADMINISTRATION SERVICE - S.A.

I - Provides, through its Sectors, services of general administration which are necessary to the execution of work in E.T.U.B.;

II - Carries out routine work pertaining to the Supervisory Commission for Planning and Execution of the University City of the University of Brazil (C.S.P.E.) in preparing minutes of the meetings and Resolutions to be signed by the President of C.S.P.E.;

III - Executes public bids and procurement relative to provision of services and acquisition of materials;

IV - Examines, together with the contractors, invoices presented by contractors and forwards them to the C.S.P.E. for approval;

V - Authorizes payment of bills and invoices for account of advancements (adiantamentos), after their approval by C.S.P.E.;

VI - Issues purchasing orders through price quotation.

VII - Through the Custodial Staff:

A) provides information to the public accompanying interested persons to respective sectors;
B) provides cleanliness and maintenance of ETUB central office;
C) provides continuous protection of entrances and exits of offices and supervises the closing of ETUB offices.

D) provides for maintenance of working conditions of electrical, hydraulic, gas and telephone installations;

E) provides messenger sservices;

F) performs other sservices, in connection with its activities, assigned by the Chief of S.A.

VIII - Through the Communication Sector:

Receives, registers, distributes, numbers, and expedites official papers and correspondence relative to the activities of E.T.U.B.

IX - Through the Administrative Routine Sector:

A) organizes public bids and procurement for the execution of services 1) expediting requisition for opening and subsequent notice, 2) preparing draft of contract and 3) accompanying the process in all its phases;

B) provides for the filing of papers and correspondence, including:

1) technical papers (projects of soil prospecting, landscape, structures, masonry, light, power water supply network, etc.)

2) official papers (organization charts, specifications, estimates of cost, proposals, justifications for action (Exposições de Motivos), Orders, and notices received and expedited, notices of public bids, minutes, reports, correspondence with contractors, etc.).

C) provides for the publication of matters relative to activities of ETUB in the official orgen (Diário Oficial);

D) executes, in general, typing and mimeographic work of the ETUB.

X - Through the Accounting Sector:

A) Maintains the Chief of ETUB, through the Chief of S.A., informed concerning total money received and expent and how it is expent;

B) Accounts for funds relative to the Special Fund for the Construction of the University City, allocated to and controlled by the Council of the Rectorship of the University of Brazil, and makes respective entry in the account of debits of construction;

C) examines the balance existing in the contracts of services and verifies the estimate of cost at a unit-price ratio;

D) accounts for payments and reimbursements in the account current of contractors;

E) receives, through an auxiliary disbursing unit (created and approved by the C.S.P.E.) advancements (adiantamentos) to cover petit-cash expenditures, and receives supplementary funds for payment of personnel in ETUB;

F) makes payments, through authorization and purchasing orders signed by the Chief of S.A. and settles accounts of contracts and reimbursements relative to material of construction furnished to the contractors;

G) presents monthly trial-balance with statement of accounts of contracts and reimbursements relative to materials of construction furnished to the contractors;

H) presents, monthly, a demonstration table of the utilization of funds of ETUB;

I) presents annual balance including all elements accounted for: estimate of cost proposals, contracts, general expenditures and personnel expenditures.

XI - Through the Personnel Sector:

A) handles all matters related to personnel working in ETUB;

B) promotes the recruitment of technical-administrative personnel to work in ETUB, collaborating with the services in the selection of employees, after a three-month probational period;

C) collaborates with the Services in the admission of technical specialized personnel;

D) requests health and physical capacity examination as well as certificates of good conduct of candidates to jobs in ETUB;

E) controls the attendance of employees working in ETUB;

F) sends to agencies, from which employees are detailed to ETUB, time and attendance reports of these employees;

G) maintains currently employement history record of ETUB employees containing information required by law;

H) records discounts (loans, deductions for income tax, retirement etc.) and verify them;

I) maintains up-to-date personnel records of ETUB;

J) prepares actions relative to employees working in ETUB providing for their publication in DASP Personnel Bulletin and in the official organ (Diário Oficial) when applicable.

XII - Through the Materials Sector:

A) effects purchase of materials of construction, by request of S.E.F., and of stationary material for use in ETUB central office;

B) carries out price quotation for purchases of less than Cr$ 200,000.00 (two hundred thousand cruzeiros) and prepares respective purchasing order for approval by the Chief of S.A.;

C) solicits from the Administrative Routine Sector the opening of public bids or procurement, in accordance with the value of the purchase, for a acquisition of materials of construction;

D) certifies invoices relative to material received;

E) registers, keeps and distributes the material acquired for use in ETUB central office;

F) maintains control of the quantities of material distributed in ETUB central office;

G) presents to the Chief of S.A., having in view the orders of other units of ETUB, the estimate of current use material that must be acquired;

H) maintains control, through the Materials Depository of S.E.F., of stocks of materials of construction acquired and distributed;

I) makes and keeps up-to-date the inventory of material of ETUB.

TECHNICAL OFFICE OF THE UNIVERSITY OF BRAZIL - E.T.U.B.

CHIEF PERSONNEL

NAME	TITLE & GRADE	ORGANIZATION	WORK PERFORMED IN E.T.U.B.
1. L.B. BRITO	Adm. Technician Class/M	D.A.S.P.	Chief of E.T.U.B.
2. J.B. BRANDÃO	Engineer, R/27	D.A.S.P.	Coordinator Chief, Engineering Design Service (S.P.C.)
3. C.E. STROEBEL	Engineer,	E.T.U.B.	Chief, Electrical Engineering/S.P.C.
4. R.A.R. CÂMARA	Engineer, R/30	D.A.S.P.	Chief, Mechanical Engineering/S.P.C.
5. J.B. BIDART	Engineer, R/31	D.A.S.P.	Chief, Structural Work / S.P.C.
6. J.F. SAMPAIO	Engineer, Class/M	Ministry of Education & Culture	Chief, Estimates of Cost & Specific. /S.P.C.
7. H. O'DWYER	Adm. Officer, Class/M	Ministry of Transp. & Public Works	Chief, Administration Service (S.A.)
8. J.A. COIMBRA	Accountant	E.T.U.B.	Chief, Accounting / S.A.
9. Z. CURY	Adm. Assistant	E.T.U.B.	Chief, Adm. Routine Work /S.A.
10. J.M. MOREIRA	Architect	E.T.U.B.	Chief, Architectural Design Service (S.P.A.)
11. D. MELO, JR.	Architect	E.T.U.B.	Chief, Architectural Details /S.P.A.
12. P.P. DE SÁ	Architect	E.T.U.B.	Chief, Presentation Drawings /S.P.A.
13. H.A. RIBEIRO	Draftsman	E.T.U.B.	Chief, Ozalid Copies / S.P.A.

DASP - January, 1959

Continuation,

NAME	TITLE & GRADE	ORGANIZATION	WORK PERFORMED IN E.T.U.B.
14. L.R. DE ALMEIDA	Draftsman	E.T.U.B.	Chief, Drawings File /S.P.A.
15. A. DE S. RÊGO	Draftsman, R/28	D.A.S.P.	Chief, Drafting /S.P.A.
16. H.F. PEREIRA	Engineer, R/27	D.A.S.P.	Chief, Execution & Supervision Service (S.E.F.)
17. M.B. PACHE DE FARIA	Engineer, Class L	Ministry of Finance	Chief, Cons truction /S.E.F.
18. H.G. TREITLER	Engineer, R/27	D.A.S.P.	Chief, General Services /S.E.F.
19. C.C. POLAND	Naturalist	Ministry of Agric.	Chief, Landscape & Treeplanting/S.E.F.
20. L. EPZEMBERG	Engineer	E.T.U.B.	Chief, Technical Assistance Sector /S.E.F.
21. C.M. BAPTISTA	Warehouseman	E.T.U.B.	Chief, Materials Depository /S.E.F.
22. A. DE A. GOMES	Architect	E.T.U.B.	Chief, Models Sector /S.E.F. - S.P.A.
23. J.B. REZENDE	Intern Student	University of Brazil	Chief, Experimental Laboratory

DASP - January, 1959

Continuation.

24.	I.M. Z ALMINA	Workman	S.T.U.P.	Odbc, Wydział Pilo /Ka
25.	M. Z B. KOJO	Workman, W/28	S.T.U.P.	Odbc, Wydział /Ka
26.	H.F. KEELTA	Janitor, W/27	S.T.U.P.	Odbc, Wydział Ka
27.	H.S. KUNG ZE MALA	Janitor, Class I	Ministry of Finance	Odbc, Jana Frodla /Ka
28.	K.O. TEEITES	Janitor, W/27	S.T.U.P.	Odbc, General Service
29.	C.O. VOLAVO	Watchman	Ministry of Justice	Odbc, Ken Korga A Vrag
30.	I. KYSEMEMEO	Janitor	S.T.U.P.	Odbc, Technical Institu
31.	C.M. SAUTETA	Warehouseman	S.T.U.P.	Odbc, Municipal Hospital
32.	A. UA A. GUMPO	Janitor	S.T.U.P.	Odbc, Kopla Gator /Ka
33.	I.P. LEMEMO	Janitor Attendant	University of Hawaii	Odbc, Agricultural Labo

STAFFING

POSITIONS	Office of Chief	Coord.	S.A.	S.P.A.	S.E.F.	S.P.C.	Orient. & Finish.	Models	Expt. Lab.	TOTALS
1. Adm. Assistant	1	-	7	-	4	-	-	-	-	12
2. Adm. Aide	1	-	6	-	8	-	-	1	-	16
3. Adm. Officer	-	-	1	-	-	-	-	-	-	1
4. Adm. Technician	1	-	-	-	-	-	-	-	-	1
5. Architect	-	-	-	14	3	-	2	1	-	20
6. Engineer	-	1	-	-	3	7	-	-	-	11
7. Electrotechnician	-	-	-	-	-	1	-	-	-	1
8. Draftsman	-	-	-	22	1	12	1	1	-	37
9. Intern Student	-	-	-	-	3	-	-	-	1	4
10. Specialist in models	-	-	-	-	-	-	-	1	-	1
11. Surveyer	-	-	-	-	2	-	-	-	-	2
12. Naturalist	-	-	-	-	1	-	-	-	-	1
13. Accountant	-	-	2	-	-	-	-	-	-	2
14. Warehouseman	-	-	-	-	2	-	-	-	-	2
15. Janitor	-	-	1	-	-	-	-	-	-	1
16. Watchman	-	-	-	-	1	-	-	-	-	1
17. Chauffeur	-	-	-	-	13	-	-	-	-	13
18. Messenger	-	-	1	-	-	-	-	-	-	1
19. Servant	-	-	6	2	-	1	-	2	1	12
Total	3	1	24	38	41	21	3	6	2	139

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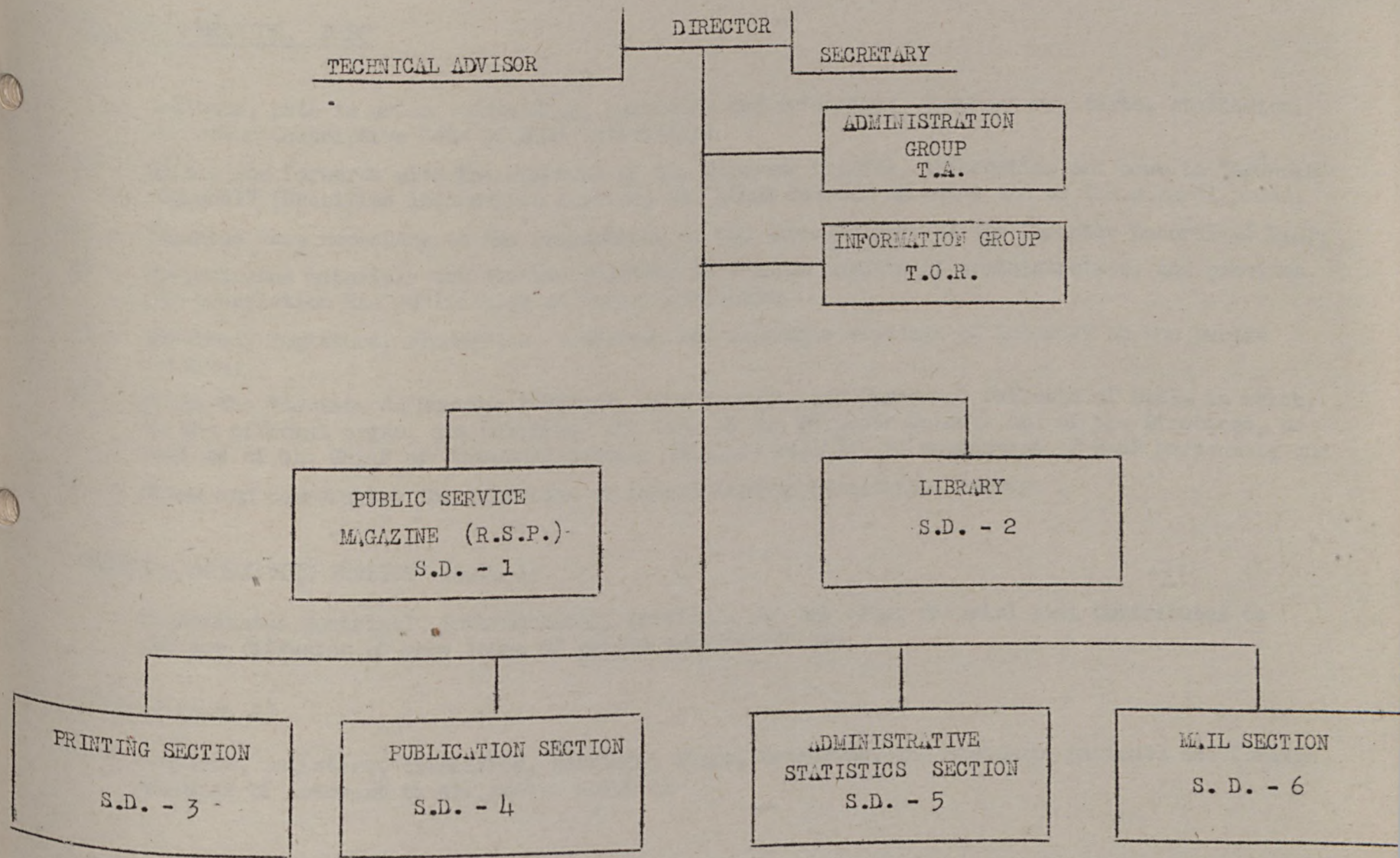
1. Mr. Jackson	1	-	7	-	4	-	-	-	-
2. Mr. Bis	1	-	6	-	5	-	-	-	-
3. Mr. Gifoor	-	-	1	-	-	-	-	-	-
4. Mr. Tadmaldam	1	-	-	-	-	-	-	-	-
5. Moritoor	-	-	-	12	9	-	2	1	-
6. Zaklaway	-	1	-	-	3	-	5	-	-
7. Electrocutioner	-	-	-	-	-	-	1	-	-
8. Gravitoon	-	-	-	22	1	-	12	1	-
9. Tickoon Bunkoot	-	-	-	-	3	-	-	-	-
10. Specialist in Moles	-	-	-	-	-	-	-	1	-
11. Surveyor	-	-	-	-	2	-	-	-	-
12. Surveyoline	-	-	-	-	1	-	-	-	-
13. Lucretaur	-	-	7	-	-	-	-	-	-
14. Gravitoonoon	-	-	-	-	2	-	-	-	-
15. Vaulter	-	-	1	-	-	-	-	-	-
16. Mitoonoon	-	-	-	-	1	-	-	-	-
17. Gravitoy	-	-	-	-	12	-	-	-	-
18. Lucretaur	-	-	1	-	-	-	-	-	-
19. Surveyor	-	6	2	-	-	1	-	2	-
Total	3	1	24	35	63	22	3	6	-

PRINTING SERVICE (S.D.)



DASP - Jan., 1959

General Functions of

PRINTING SERVICE, DASP

I - Collates, puts in order, classifies, maintains and publishes: documentary, texts, statistical and other descriptive data of DASP activities;

II - Writes and forwards with the approval of the Director General, information and news to "Agência Nacional" (Brazilian information service) and other related agencies and to the general press;

III - Collates data necessary to the preparation of the Annual Report of the Director General of DASP;

IV - Disseminates materials and studies relative to various aspects of administration, and provides for translation and publication of foreign writings;

V - Acquires, registers, classifies, conserves and exchanges writings of interest to the public service;

VI - Edits the "Revista do Serviço Público", DASP Bulletin and Personnel Bulletin of DASP, in which, as the official organ, are published the acts of the Director General and of the Directors, as well as of the Chief of Personnel Section (S.A.-2) relative to management of DASP personnel; and

VII - Plans and coordinates the execution of administrative statistical surveys .

"REVISTA DO SERVIÇO PÚBLICO" (S.D.-1)

Disseminates doctrinal, informational, critical, and any other material that contributes to greater diffusion of know ledge of public administration.

LIBRARY (S.D.-2)

I - Acquires, registers, classifies, catalogs, keeps, conserves, and exchanges national and foreign writings of interest to the public service;

II - Organizes aand maintains map, record and film collections;

III - Organizes and maintains microfilm file and services;

IV - Promotes, through the reference and loan services, the greater utilization of library facilities; and

V - Maintains a book lending office within the Courses of Administration (C.A.), to attend to the specific needs of that organization.

PRINTING SECTION (S.D.-3)

I - Collates, classifies and maintains documents relative to DASP which are necessary to the study and orientation of problems of general administration;

II - Organizes and keeps up-to-date reference cards of general legislation and decisions approved by the President of the Republic and the Director General of DASP;

III - Organizes and maintains records of the movement, in National Congress, of legislative proposals of interest to the diverse sectors of DASP;

IV - Collates data necessary to preparation of annual report of Director General of DASP; and

V - Prepares materials to be published.

PUBLICATION SECTION (S.D.-4)

I - Prints or provides for the printing of publications of Printing Service (S.D.) except the "Revista do Serviço Público";

II - Reviews materials to be printed by the section and respective typographic proofs;

III - Prepares and edits the Personnel and DASP bulletins; and

IV - Edits the Daily Bulletin of the Information Group (T.O.R.)

ADMINISTRATIVE STATISTICS SECTION (S.D.-5)

I - Makes the collection, computation, criticism and interpretation of administrative statistics, relative to activities of DASP and other public service agencies;

II - Organizes meetings, chooses and trains speakers;

III - Organizes and maintains materials files and services;

IV - Provides, through the reference and loan services, the greatest utilization of libraries;

V - Maintains a book lending office within the Bureau of Administration (G.A.), to make available copies of that organization.

PLANNING SECTION (S.D.-3)

I - Collates, classifies and maintains information pertinent to DLAF which is necessary for orientation of problems of general administration;

II - Organizes and keeps up-to-date reference copies of general legislation and decisions of the President of the Republic and the Bureau General of DLAF;

III - Organizes and maintains records of the movement, in different versions, of legislation of interest to the diverse sectors of DLAF;

IV - Collates data necessary to preparation of annual report of Director General of DLAF;

V - Prepares material to be published.

PUBLICATION SECTION (S.D.-4)

I - Initiates or provides for the printing of publications of Ministry, Bureau (G.A.) and Service "Publico";

II - Reviews materials to be printed, by the sources and respective typographic proofs;

III - Prepares and edits the Informal and DLAF bulletins; and

IV - Edits the Daily Bulletin of the Information Group (T.G.-1).

LIBRARY AND STATISTICS SECTION (S.D.-5)

I - Makes the collection, compilation, publication and interpretation of statistics relative to activities of DLAF and other public service agencies;

II - Prepares periodical bulletins of administrative statistics in addition to other works of social analysis in public administration.

MAIL SECTION (S.D.-6)

I - Maintains and controls publication to be distributed by the Printing Service (S.D.);

II - Maintains publications to be sold by the Administrative Group (T.A.), of the Printing Service (S.D.);

III - Prepares and organizes mailing lists of agencies and persons interested in publications; and

IV - Mails publications as well as distributes them internally.

PRINTING SERVICE S.D.

OFFICE OF DIRECTOR

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. M.C.B. DE MELLO	Writer, R/29 (M.J.N.I.)	Director CC-5	23,000.00	SF 250.00	Supernumerary
2. D.H. FRAGOZO	Adm. Off. Class/I (M.F.)	Secretary	9,100.00	FG 3,000.00	Permanent
3. R.P. DOS SANTOS	Servant, R/17	Messenger	3,800.00	-	Supernumerary w/status
4. W. DE A. LOUSADA	Clerk Typist, R/21	Tech. Assistant	6,500.00	FG 4,000.00	Supernumerary
5. I. GUIMARÃES	Servant, R/20	Photography Aide	6,000.00	SF 500.00	Supernumerary w/status
6. F.R. RIOS	Photographer, R/26	Photography	10,000.00	-	Supernumerary w/status
7. L.R. AGRA	Tech. Adv., R/28	Reporter	13,000.00	-	Supernumerary
8. S. MOSCHKOUCH	Operator, R/21	Reporter	6,500.00	-	Supernumerary
9. J.D.A. MIRANDA	Adm. Assist, R/26	Reporter	10,000.00	-	Supernumerary
10. I.M. DE Q. TEIXEIRA	Editor, R/25	Typing & Editing	9,100.00	-	Supernumerary

DASP - January, 1959

PRINTING SERVICE - S.D.

OFFICE OF DIRECTOR

DESCRIPTION OF DUTIES

1. Directs, supervises and coordinates the work performed by the components of Printing Service. Employee of Ministry of Justice and Interior Business (M.J.N.I.) on detail in DASP.
2. Serves as Secretary to the Director and coordinates the work of the Director's Office.
3. On leave for health treatment.
4. Gives technical assistance to the Director of Printing Service (S.D.)
5. Helps in photographical work.
6. Performs the photographical work of DASP.
7. 8. & 9. Maintain contact with newspapers and information agencies.
10. Performes typing work and reviews press releases.

DASP - January, 1959

Printing Service, DASP

ADMINISTRATION GROUP (T.A.)

I - Coordinates its operations with the Communications (S.A.-1), and Materials (S.A.-3) Sections of the Administration Service (S.A.), in performing the work of Printing Service (S.D.);

II - Provides for requisition and repair of material in use in S.D.;

III - Controls the movement of papers within the Service, in accordance with instructions given by the Director of S.D.;

IV - Carries out duplicating service, except that which should be done by the Duplicating Section (S.A.-5) of the Administration Service (S.A.);

V - Keeps books of funds of specific activities of the Service;

VI - Obligates funds;

VII - Keeps books of expenditures made;

VIII - Prepares documents for settlement of accounts and sends them to the Budget Section (S.A.-4);

IX - Controls subscriptions of the "Revista do Serviço Público" and retail sales, remitting, to the National Treasury, funds collected;

X - Receives checks, postal money orders, and bank orders in payment for subscriptions of the "Revista do Serviço Público"; and

XI - Acquires material for exclusive use of the Printing Service (S.D.) through soliciting bids and price quotations.

INFORMATION GROUP (T.O.R.)

I - Informs the public concerning DASP;

II - Attends to claims, formulated by the public or agencies, for solution, in DASP, of matters that interest them;

III - Receives complaints, suggestions and claims respecting, exclusively, services provided by DASP;

IV - Submits to the Director-General through the Director of the Pinting Service (S.D.), weekly, a resume of complaints, claims and suggestions received; and

V - Prepares the Daily Bulletin of the Information Group (T.O.R.)

S.D.- ADMINISTRATION GROUP - T.A.

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. O.M. PINO	Adm. Aide, R/26	Person in charge	10,000.00	FG 1,200.00 SF 750.00	Supernumerary
2. A.F. DE ALMEIDA	Operator, R/22	Substitute for Chief	7,000.00	-	Supernumerary
3. D.S. BORROMEU	Clerk, Class/F	Typing	7,000.00	-	Provisional

DESCRIPTION OF DUTIES

1. Supervises the work of the group.
2. In charge of correspondence pertaining to subscriptions for the Public Service Magazine (R.S.P.) Performs typing work.
3. Is responsible for the preparation of advancements (adiantamentos). Distributes consumable material to the Sections of S.D. Performs typing work.

DASP - January, 1959

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. D.R.N. DA SILVA	Operator, R/22	Person in charge	7,000.00	FG 1,200.00	Supernumerary
2. C.R.M. RAMOS	Adm. Aide, R/26	T.O.R. Bulletin	10,000.00	-	"
3. E.R. BRANDÃO	Clerk, Class/G	Information	7,500.00	SF 500.00	Permanent
4. F.W. VEIGA	Typist, Class/F	T.O.R. Bulletin	7,000.00	Ad 1,750.00	Permanent
5. L.A.B. DE CARVALHO	Typist, Class/D	T.O.R. Bulletin	6,000.00	-	Permanent
6. M.R. FERREIRA	Clerk Typist, R/21	Typing & Files	6,500.00	-	Supernumerary
7. Z.P. DOS SANTOS	Clerk Typist, R/21	Publicity files	6,500.00	SF 250.00	"
8. H. DA S. BRITO	Messenger, R/19	Messenger and Clerical	5,200.00	SF 750.00	"

DASP - January, 1959

S.D. - INFORMATION GROUP - T.O.R.

DESCRIPTION OF DUTIES

1. Exercises general control over the work of the Group.

2. & 5. Help in the preparation of T.O.R. Bulletin. Prepare summary of matters referring to DASP., published in morning and evening newspapers.

3. Provides information to processes. Organizes DASP social files (birthdays and anniversaries).

4. Is responsible for the preparation of T.O.R. Bulletin. Prepares summaries of matters of interest to DASP published in morning and evening newspapers.

6. Performs typing work. Organizes photographic collections. Files cards, processes and correspondence pertaining to T.O.R. Control outgoing newspapers. Provides general information.

7. Maintains files of newspaper clippings (provided by "Lux Journal" and T.O.R. Bulletin).

8. Buys newspapers for T.O.R. files. Controls incoming and outgoing newspapers. Purchases consumable material for use by the Group.

DASP - January, 1959

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. E.L. DA LUZ	Adm. Assist, R/28	Director of R.S.P.	13,000.00	FG 6,000.00	Supernumerary
2. D.M. FILGUEIRAS	Adm. Assist, R/28	Substitute for the Director	13,000.00	-	Supernumerary
3. H. DE B. E SOUZA	Adm. Assist, R/27	Payroll	11,500.00	-	Supernumerary
4. J.L.M.N. DA SILVA	Adm. Assist, R/27	Editing	11,500.00	SF 750.00	Supernumerary
5. V.R.A. DE BRITO	Clerk Typist, R/20	Typing	6,000.00	-	Supernumerary
6. L.C.B. DE LOS RIOS	Typist, Class/D	Typing	6,000.00	-	Provisional
7. I.H. NUNES	Artisan, R/20	Editing	6,000.00	-	Supernumerary

DASP - January, 1959

PUBLIC SERVICE MAGAZINE - S.D.-1

DESCRIPTION OF DUTIES

1. Orients and supervises general work and public relations (selection, organization, editing and review of articles to be published in the Public Service Magazine (R.S.P.)
2. Substitutes for the Chief. Prepares the Public Service Magazine (R.S.P.)
3. Prepares payroll. Prepares summaries and clippings of matters published in the Official Organ (Diario Oficial).
4. Reviews and selects originals presented for publication in the Public Service Magazine (R.S.P.)
5. In charge of typing work and quotation of magazine's articles to be reprinted in Public Service Magazine (R.S.P.)
6. Performs typing work and helps in editing work.
7. Helps in the editing of materials presented for publication in Public Service Magazine (R.S.P.)

DASP - January, 1959

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. A.M. FURTADO	Assist. Librarian Class/G	Chief	7,500.00	FG 4,000.00 SF 250.00	Permanent
2. F.M. DE ALMEIDA	Clerk Typist, R/20	Acquisition	6,000.00	-	Supernumerary
3. M.DE L.P. ARAUJO	Assist Libr.Class/E	Acquisition	6,500.00	-	Permanent
4. G.D.DE CARVALHO	Assist Libr.Class/H	Cataloguing	8,300.00	-	Permanent
5. M. VIDO	Library Aide, R/24	Cataloguing	8,300.00	-	Supernumerary
6. A. ORTEGA	Clerk Typist, R/21	Catalog.e Classif	6,500.00	-	Supernumerary
7. E.C. DA SILVA	Assist Libr.Class/G	Catalog.e Classif.	7,500.00	-	Permanent
8. M.L.O.de O.e SILVA	Librarian, Class/K	Catalog.e Classif. Subst.for Chief	11,500.00	-	Permanent
9. C.M.P. CAVALCANTE	Assist.Libr.Class/F	Catalog. and Reference	7,000.00	-	Permanent
10. I.C.R. DA SILVA	Library Aida,R/23	Catalog. and Reference	7,500.00	-	Supernumerary
11. D.P. DE SOUZA	Adm.Assist, R/28	Library Bulletin and Translation	13,000.00	-	Supernumerary
12. P. SOARES	Janitor, R/22	Book repair	7,000.00	SF 1,750.00	Supernumerary

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Continuation,

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
13. L.DOS S. CAMARGO	Clerk Typist, R/20	Loan Service	6,000.00	-	Supernumerary
14. M. THAMSTEN	Library Aide, R/20	Loan Service	6,000.00	-	Supernumerary
15. N.R.D. BARBOSA	Clerk Typist, R/23	Loan Service	7,500.00	-	Supernumerary
16. V. PASQUI	Assist.Libr.Class/E	Loan Service	6,500.00	-	Provisional
17. C.A. DE P. CHAVES	Librarian,Class/I	Binding work	9,100.00	-	Permanent
18. A.L. ALBUQUERQUE	Library Aide, R/21	Reference Service	6,500.00	-	Supernumerary
19. M.E.P. BAPTISTA	Librarian, Class/J	Reference Service	10,000.00	-	Permanent

LIBRARY - S.D.-2

DESCRIPTION OF DUTIES

1. Directs and administers the Library of the Printing Service.
2. Makes recording and discarding of books. Helps in loan service.
3. Makes acquisition, purchase, selection and recording of books and periodicals.
4. In charge of cataloguing of the Official Organ (Diário Oficial).
5. In charge of cataloguing and classification of periodicals. Makes loans of books and inscription of readers.
6. Provides for the binding and preparation of books for loan.
7. Provides reference services. Helps in loan service, general cataloguing and classification of books.
8. Substitutes for the Chief.
9. Carries out bibliographic research, and gives guidance to readers. Makes cataloguing of booklets.
10. Prepares the analytical catalogue of the Public Service Magazine (R.S.P.) Helps in reference work.
11. Prepares the Bulletin of the Library (briefs magazine's articles). Prepares the journal "A Biblioteca". Translates Librarianship and Documentation literature for publication in the referred journal. Exercises control over consumable material.
12. Carries out desinfection, cleaning and repair of books. Replaces the Official Organ (Diário Oficial) on the shelves. Is responsible for the guard of books.

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LIBRARY - G.S.-1

MISCELLANEOUS OF DUTIES

1. Directs and administers the Library of the Printing Service.

2. Makes recording and discarding of books. Helps in loan service.

3. Makes negotiation, purchase, selection and recording of books and periodicals.

4. In charge of cataloging of the Official Organ (Daily Gazette).

5. In charge of cataloging and classification of periodicals. Makes loans of books and of readers.

6. Provides for the binding and preservation of books for loan.

7. Provides reference services. Helps in loan service, general cataloging and classif books.

8. Substitutes for the Chief.

9. Prepares and bibliographic research, and gives guidance to readers. Makes evaluation bibliographic.

10. Prepares the analytical catalogue of the Public Service Reports (G.S.R.). Helps in work.

11. Prepares the Bulletin of the Library (Daily's regarding's articles). Prepares the jou Bibliotecan". Translates library-friendly and Documentation Libraries for publication related journal. Exercises control over consumable material.

12. Carries out disinfection, cleaning and repair of books. Replaces the Official Organ Official) on the shelves. Is responsible for the proper of books.

13. In charge of registering of readers, loan and reservation of books. Gives information and guidance to readers. Collects fines (for books retained) and makes renewal of loans by telephone.

14. The same as above and also, daily statistics of books borrowed or consulted. Administers the reading room.

15. & 16. Collect fines and provide for renewal of loan and reservation of books. Orient the placement of books, pamphlets and periodicals on the shelves. Make registering of readers and monthly statistics. Give guidance and information to readers.

17. Provides for the general binding work (books, magazines, etc.)

18. Attends to readers. Prepares bibliographies and statistics of reference.

19. Gives guidance to the readers how to use library facilities. Compiles bibliographies. Organizes windows for commemorations. Organizes exhibits of new books and suggests the acquisition of others. Prepares statistics of reference and general monthly summary of the Library. Provides information and research with respect to legislation. Maintains inter-ligrary loans. Collaborates in the preparation and translation of material to be published in the journal "A Biblioteca".

PRINTING SECTION - S.D.-3

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. W. DE G. HARMS	Adm. Off., Class/J	Chief	10,000.00	FG 4,000.00	Permanent
2. L.B. DE CARVALHO	Adm. Off., Class/I	Legislative Reference	9,100.00	-	Permanent
3. L.T. BASTOS	Clerk Typist, R/21	Legislative Reference	6,500.00	-	Supernumerary
4. A.R. LOPES	Clerk Typist, R/21	Legislative Reference	6,500.00	SF 500.00	Supernumerary

DESCRIPTION OF DUTIES

1. Supervises the work of the Section.
2. Examines the Congressional Organ (Diário do Congresso) (Sections I and II) and records on cards the status of projects in transit in the Congress.
3. Files odd numbers of Congressional Organ (Diário do Congresso). Types cards of Legislative reference and Administrative legal decisions.
4. On leave for private business. Examines the Official Journal (Diário Oficial) and briefs, on cards, doctrinary and legislative matters.

DASP - January, 1959

PUBLICATION SECTION - S.D.-4

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. E. DE OLIVEIRA	Editor, R/25	Chief	9,100.00	FG 4,000.00 SF 500.00	Supernumerary
2. M. D. DO V. FREITAS	Clerk, Class/F	Filing and Typing	7,000.00	-	Permanent
3. C.A. DE GUSMÃO	Typist, Class/E	Typing work	6,500.00	-	Permanent
4. F.T. CONFORT	Draftsman, R/27	Substitute for the Chief	11,500.00	SF 500.00	Supernumerary w/status
5. A.J. BHERING	Editor, R/25	Editing	9,100.00	SF 750.00	"
6. F. DA S. FERNANDES	Editor, R/22	Editing	7,000.00	-	"
7. L.G. PEREIRA	Operator, R/21	Duplicating Operation	6,500.00	SF 1,000.00	"
8. F.A. SATURNINO	Operator, R/21	Duplicating Operation	6,500.00	SF 250.00	"
9. J.C. DOS SANTOS	Operator, R/21	Suplicating Operation	6,500.00	SF 750.00	"

DASP - January, 1959

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. I.M.P.B. LIMOEIRO	Adm. Assist, R/28	Chief	13,000.00	FG 4,000.00 SF 500.00	Supernumerary
2. A. SALTIEL	Adm. Assist, R/27	Substitute for the Chief	11,500.00	SF 500.00	Supernumerary
3. J.P. RODRIGUES	Time-Keeper, R/26	Statistical tables	10,000.00	-	Supernumerary
4. W.S. WOLTER	Adm. Off. Class/J	Collection of data	10,000.00	Ad 1,500.00	Permanent
5. C.G. PINTO	Clerk Typist, R/21	Collection of data	6,500.00	SF 250.00	Supernumerary

DASP - January, 1959

ADMINISTRATIVE STATISTICS SECTION - S.D.-5

DESCRIPTION OF DUTIES

1. Orients and supervises the technical development of collection, cumputation, and interpretation of administrative statistical data.
2. In charge of the preparation of: a) analytical studies of results, b) special studies or monographs of statistical and social analysis of administrative matters. Provides information to processes of administrative statistics.
3. In charge of a) manual computation of questions and answers collected through special maps, b) criticism over answers given, c) compilation of graphic and statistical tables.
4. Gathers and coordinates statistical data relating to activities of Federal Public Service.
5. Gathers and coordinates statistical data referring to DASP activities. Occasionally, performs typing work.

DASP - January, 1959

MAIL SECTION - S.D.-6

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. C.L.P. ARNIENTO	Adm. Aide, R/27	Chief	11,500.00	SF 500.00	Supernumerary
2. A. DA. S. DANTAS	Clerk Typist, R/21	Substitute for the Chief	6,500.00	-	"
3. O. DE M. REZENIE	Clerk Typist, R/20	Correspondence	6,000.00	SF 500.00	"
4. B. RAVISSINI	Time - Keeper, R/26	Expedition of publication	10,000.00	SF 750.00 Ad. 1,500.00	"
5. A.A. RAMOS	Aide, R/26	Packing	10,000.00	SF 750.00	"
6. A.O. DA SILVA	Clerk Typist, R/22	Distribution and Mailing	7,000.00	SF 500.00	"
7. J.A. COUTINHO	Artisan, R/19	Distribution and Mailing	5,200.00	SF 750.00	"

D/SP - January, 1959

MAIL SECTION - S.D.-6

DESCRIPTION OF DUTIES

1. Supervises the w ork of the Section.

2. Files publications (by title, author, etc.) Makes compilation of data for the report of movement of publications through the Post Office, including the Public Service Magazine (R.S.P.). Types routine papers. Records (on cards) excess publications. Provides for the sub-vouchers for requisition of postal stamps.

3. In charge of general correspondence. Makes the expedition of publications and Public Service Magazine (R.S.P.) to subscribers, libraries and agencies. Prepares vouchers for expedition. Utilizes Graph-type and Addressograph services.

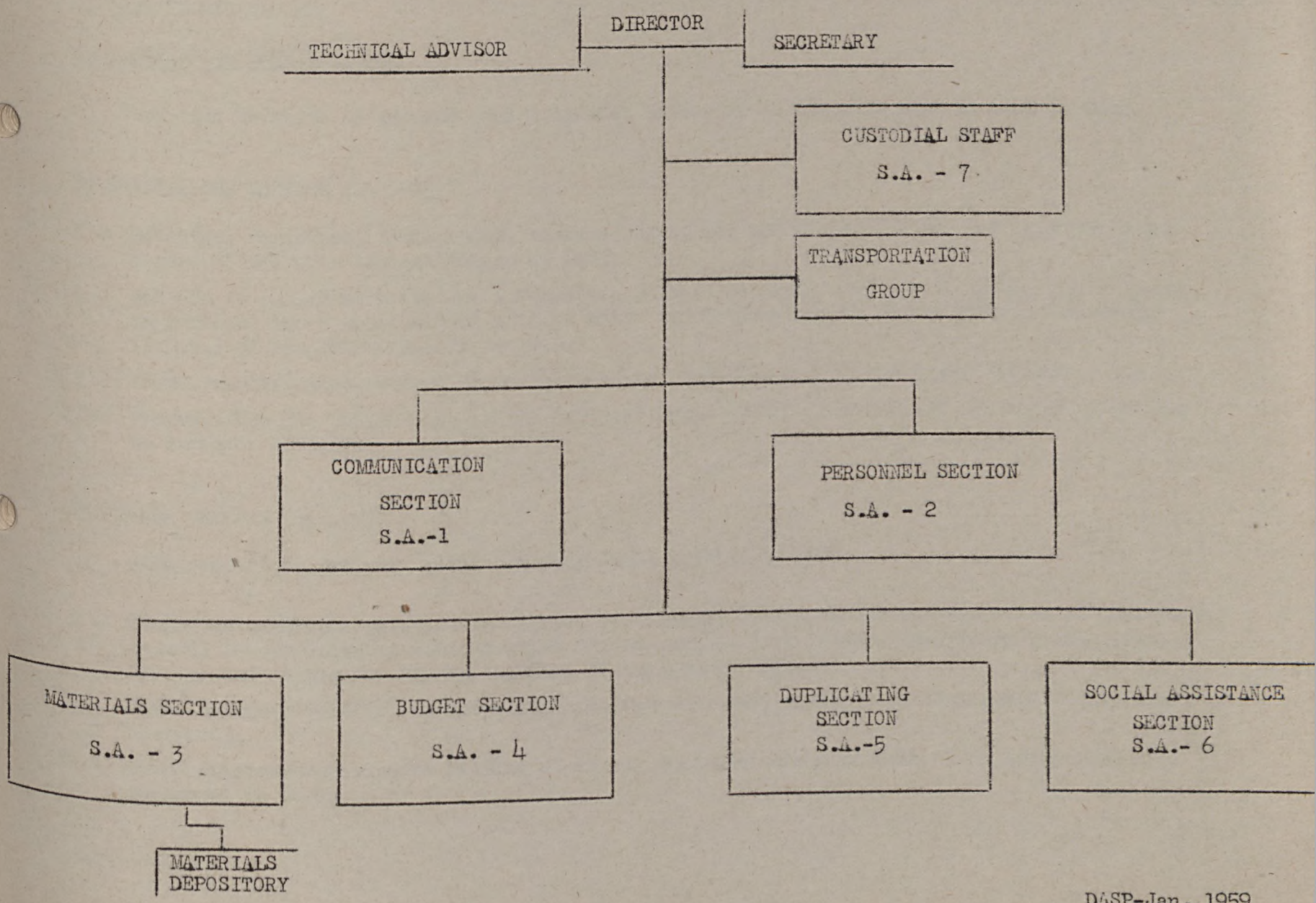
4. Makes the expedition of publications and Public Service Magazine (R.S.P.) directly to: a) persons listed in the Office of the Director of Printing Service, and b) Embassies and Commercial Offices. Utilizes Graph-type and Addressograph services.

5. Arranges publications for distribution to the public. Helps in the packing of publications for expedition and attends to the public.

6. & 7. In charge of packing and distribution of publications through the Post Office. General arrangement of the offices of the Printing Service.

DASP - January, 1959

ADMINISTRATION SERVICE (S.A.)



DASP-Jan., 1959

General Functions of

ADMINISTRATION SERVICE, DASP

Provides services of general administration necessary to the execution of work in DASP.

COMMUNICATIONS SECTION (S.A.-1)

I - Receives, registers, distributes, numbers, expedites and keeps official correspondence and papers relative to the activities of DASP;

II - Attends to public requests for information as well as gives guidance in presenting requests, suggestions and claims, excluding those which are responsibility of the Information Group (T.O.R.) of the Printing Service (S.D.);

III - Issues certificates, except those relative to length of service performed in DASP; and

IV - Provides for the publication in the Official Organ (Diário Oficial) of materials pertaining to business of DASP.

PERSONNEL SECTION (S.A.-2)

With respect to matters related to personnel working in DASP.

I - Evaluates questions relative to rights, previleges, duties and responsibilities of employees, as well as disciplinary actions which may be applied to them and, conforming to the case, directs and supervises the application of respective legislation;

II - Gives opinions relative to establishment, renewal, modification or termination of personnel contracts;

III - Gives opinions relative to filling of career positions and positions of supernumerary personnel in DASP;

IV - Prepares actions relative to employees working in DASP, providing for their respective publication in the "Personnel Bulletin";

V - Organizes and maintains, currently, data necessary to processing of promotions and salary increases;

VI - Maintains currently employment history records of DASP employees, containing information required by law;

VII - Records discounts and verifies them;

VIII - Sends to agencies from which employees are detailed to DASP time and attendance reports of these employees;

IX - Organizes and maintains, currently, an accounting of personnel costs;

X - Prepares pay rolls, notices of pay roll changes as well as any other document relative to personnel payment;

XI - Prepares and maintains up-to-date the individual payroll cards of employees;

XII - Furnishes the Budget Section (S.A.-4) with data necessary to preparation of budget proposal relative to personnel of DASP;

XIII - Studies, continuously, in collaboration with other components, the needs of DASP concerning personnel;

XIV - Controls the attendance of employees working in DASP; and

XV - Obligates costs to be charged to funds for personnel.

MATERIALS SECTION (S.A.-3)

I - Prepares contracts relative to acquisition of material;

II - Examines, from legal and administrative standpoints, questions relative to material;

III - Makes payments to be charged to funds for material;

IV - Organizes and submits, in due time, to the Director of Administration Service (S.A.) requisitions of material to be acquired by the Federal Purchasing Department;

V - Certifies invoices relative to acquision of material and performance of services;

VI - Registers, keeps and distributes material acquired;

VII - Maintains control of the quantities of material distributed;

VIII - Organizes a chart of monthly movement of incoming and outgoing material, describing costs, origin, destination, and existing inventory balance;

IX - Presents to the Director of Administration Service (S.A.), having in view the orders of other components of DASP, the estimate of material of current use that must be acquired;

X - Maintains control, through the Materials Depository, of minimum stocks of material of more frequent use;

XI - Proposes the exchange, transfer or sale of material considered unuseful, as well as cancels respective responsibility;

XII - Provides for the repair and maintenance of material in use;

XIII - Maintains financial registers relative to material; and

XIV - Makes and keeps up-to-date the inventory of material of DASP.

BUDGET SECTION (S.A.-4)

With respect to the execution of measures relative to DASP budget:

I - Prepares budget proposal, within approved programs and in perfect agreement with norms and instructions issued by the responsible organization;

II - Prepares distribution tables of funds and supplementary funds providing, through competent authorities, for the required registration;

III - Examines the receipts relative to advancements of funds made through employees of DASP, sending respective documents to the reviewing organization;

IV - Keeps books on funds and supplementary funds distributed to DASP;

V - Makes monthly trial balance of appropriations and supplementary funds to show the available balances for obligation; and

VI - Maintains records of personnel responsible for receiving advancements, controlling the respective periods of time for presentation of receipts.

DUPLICATING SECTION (S.A.-5)

Executes, generally, the typing and mimeograph services of DASP.

SOCIAL ASSISTANCE SECTION (S.A.-6)

Works in collaboration with Personnel Section (S.A.-2)

I - Establishes first aid and preventive medical measures;

II - Makes home visits for justification of absence because of illness of DASP employee or of a member of his family;

III - Gives dental assistance to DASP employees and members of their families;

IV - Makes laboratory examinations;

V - Furnishes certificate of health and physical capacity to personnel appointed or admitted to DASP;

VI - Secures expert judgement necessary to make medical decisions, in case of leave for health treatment of employees and illness of members of their families;

VII - Carries out pre-employment, periodical and occasional health examinations;

VIII - Proposes the adoption of measures for sanitary work locations and comfort of personnel; and

IX - Organizes and keeps up-to-date medical records of personnel working in DASP.

Administration Service, DASP

CUSTODIAL STAFF (S.A.-7)

I - Provides information to public concerning location and operation of DASP components as well as location of employees;

II - Provides for cleanliness and maintenance of DASP offices;

III - Provides for the removal of refuse from the offices;

IV - Provides for maintenance of working condition of hydraulic, electrical, telephone and gas installations;

V - Supervises the closing of DASP offices;

VI - Provides continuous protection of entrances and exits of offices especially in sectors of greatest contact with public; and

VII - Performs other services, in connection with its activities, assigned by the Director General or the Director of Administration Service (S.A.).

ADMINISTRATION SERVICE - S.A.

OFFICE OF DIRECTOR

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. J. MEDEIROS	Adm. Assist., R/29	Director, CC-5	23,000.00	SF 500,00	Supernumerary w/status
2. N. DE S. ABREU	Clerk, Class/F	Secretary	7,000.00	FG 3.000,00	Permanent
3. J.C. DE MELLO	Servant, R/18	Attendant and Messenger	4,800.00	-	Supernumerary

DESCRIPTION OF DUTIES

1. Plans, directs and supervises the work of Administration Service (S.A.).
2. Attends to the public and provides information to persons with respect to the progress of processes, accompanying them, when necessary, to competent section. Makes the distribution of routine papers among the Sections. Exercises control over departure of vehicles of DASP, according to the necessities of the s ervice.
3. Performs any services required by the Service as well as by the Office of Legal Consultant. Attends to telephone calls and delivers processes to the Sections. Makes external errands.

DASP - January, 1959

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. M.L.S. DANNEMANN	Tech. Adv., R/28	Chief	13,000.00	FG 4,000.00 Ad 1,950.00	Supernumerary w/status
2. I.D. SOLLBERGER	Adm. Off., Class/L	Substitute for Chief	13,000.00	-	Permanent
3. A. GUAPPYASSU	Adm. Aide, R/26	Outgoing Documents	10,000.00	-	Supernumerary w/status
4. M.M. DA SILVA	Clerk Typ., R/21	Information	6,500.00	-	"
5. W. DE OLIVEIRA	Clerk Typ. R/21	Mailing	6,500.00	SF 1,000.00	"
6. G.D. DA LYS	Clerk Typ., R/21	Filing	6,500.00	SF 1,000.00	"
7. M.D.F. COTRIN	Clerk Typ., R/21	Incoming Documents	6,500.00	SF 250.00	"
8. T.P. GRAÇA	Clerk Typ., R/20	Filing	6,000.00	-	"
9. C.M. FERNANDES	Clerk Typ., R/20	Filing	6,000.00	-	"
10. O. GUEDES	Clerk Typ., R/21	Incoming Documents	6,500.00	-	"
11. E. DO AMARAL	Clerk Typ., R/21	Information	6,500.00	-	"
12. C.C. DE ASSIS	Clerk, Class /E	Filing	6,000.00	-	Provisional
13. A. DA S. FREITAS	Servant, R/19	Filing	5,200.00	-	Supernumerary w/status
14. G.A. ALVES	Servant, R/20	Mailing	6,000.00	SF 1,250.00	Supernumerary w/status
15. W. DA SILVA	Off. Messenger, R/19	Mailing	5,200.00	SF 750.00	Supernumerary w/status

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1. M.L.S. DUMBERTON	Prod. Eng., 1/35	Chief	25,000.00	40 4,000.00
2. E.D. SOLEDADES	Adm. Off., Grade/I	Superintendent for Global	25,000.00	-
3. A. GUIMARÃES	Adm. Eng., 1/25	Operations Manager	10,000.00	-
4. M.M. DA SILVA	Clerk Typ., 1/21	Information	6,500.00	-
5. V. DE OLIVEIRA	Clerk Typ., 1/21	Medical	6,500.00	BF 1,000.00
6. O.D. DA LUZ	Clerk Typ., 1/21	Filing	6,500.00	BF 1,000.00
7. M.G.F. COELHO	Clerk Typ., 1/21	Inventory Control	6,500.00	BF 250.00
8. T.S. GAMA	Clerk Typ., 1/20	Filing	6,000.00	-
9. C.H. FERNANDES	Clerk Typ., 1/20	Mailing	6,000.00	-
10. O. GOMES	Clerk Typ., 1/21	Inventory Control	6,500.00	-
11. E. DO NASCIMENTO	Clerk Typ., 1/21	Information	6,500.00	-
12. G.C. DE ASSIS	Clerk, Class /A	Filing	6,000.00	-
13. A. DA S. PEREIRA	Servant, 1/19	Filing	5,500.00	-
14. G.S. NEVES	Servant, 1/20	Mailing	6,000.00	BF 1,000.00
15. M. DA SILVA	Off. Messenger, 1/19	Mailing	5,500.00	BF 250.00

COMMUNICATION SECTION - S.A.-1

DESCRIPTION OF DUTIES

1. Supervises the general work of the Section. Provides collaboration to other agencies.
2. Substitutes for the Chief. Is responsible for general classification and transfer of documents.
3. Registers official documents (ofícios), justifications for action (exposições de motivos), processes, etc.
4. Attends to the public and files documents. On special leave (licença prêmio).
5. Exercises control over the expedition of correspondence of all components of DASP and organizations working with DASP.
6. In charge of quest and research in the files.
7. Receives, records and distributes all correspondence of DASP.
8. Files documents and controls publications. Provides for the publication of matters relative to DASP in the official organ (Diário Oficial).
9. Files documents.
10. Performs general typing work.
11. In charge of auxiliary card's files. Attends to the public.
12. Helps in the general work of the Section.
13. Prepares routine papers for information work.
14. Distributes all routine papers.
15. On special leave (licença prêmio).

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NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. A.L. DE ASSIS	Adm. Assist, R/26	Chief	10,000.00	FG 4,000.00 SF 250.00	Supernumerary w/status
2. I.L. BRUNO	Adm. Aide, R/26	Clerical	10,000.00	SF 250.00	"
3. M.DE L. DA TRINDADE	Clerk, Class/F	Clerical	7,000.00	-	Permanent
4. G.C. DE MEIRA	Adm. Aide, R/26	Clerical	10,000.00	-	Supernumerary w/status
5. P.T. DE P. RIO	Clerk Typ., R/21	Clerical	6,500.00	-	"
6. A.J. COELHO	Clerk Typ., R/20	Clerical	6,000.00	Ad 1,000.00 SF 1,000.00	"
7. M.T.L.C'C. LISBOA	Clerk, Class/E	Clerical	6,500.00	-	Provisional
8. C. COELHO	Aide, R/22	Clerical	7,000.00	-	Supernumerary w/status
9. N. DE S. SILVEIRA	Clerk, Class/E	Clerical	6,500.00	-	Provisional
10. S.M. RAMOS	Messenger, R/13	Attendant and Messenger	3,800.00	-	Supernumerary w/status

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DESCRIPTION OF DUTIES

1. Supervises the work of the Section.

2. Provides information to processes of supernumeraries (T.U.M. - PP and T.U.M. - P.S.). In charge of personal files of supernumeraries. Controls performance rating bulletins. Prepares Orders (Portarias), official correspondence (ofícios), letters and justifications for action (exposiçao de motivos). Helps in the evaluation of attendance. Substitutes for the Chief of the Section.

3. Issues certificates. Provides information to processes of time in service. Controls card's files of s alary increases and promotions. Gives general information relative to rights and duties of employees. Prepares correspondence and reports. Helps in the evaluation of attendance.

4. & 9. Post leaves on attendance sheets. Control employment history bulletins. Maintain contact with the Social Assistance Section (S.A.-6) by providing information to processes of leave. Help in the evaluation of attendance.

5. In charge of personal files of functionaires, supernumeraries (T.N.E.) and piece work employees and provides information to processes pertaining thereto. Prepares official correspondence (ofícios). Helps in the evaluation of attendance.

6. Effects general payments. Controls financial cards and notices of payroll changes. Controls loans made by "Caixa Econômica Federal" (Federal Saving Bank) and IPASE (Institute of Retirement and Pensions of Public Employees). Provides information to processes for payments (allowances, per diem, substitutions, etc.) Helps in the evaluation of attendance.

7. Provides material for publication in the Personnel Bulletin and Official Organ (Diário Oficial). Drafts official documents and statements for employees. Keeps the official organ (Diário Oficial) in chronological arrangement and organizes respective clippings. Performs priority typing work. Helps in the evaluation of attendance.

8. Prepares payroll and notices of payroll changes. Controls funds. Provides information to processes of payment. Helps in the evaluation of attendance and in payday operations.

10. Distributes and collects attendance sheets. Delivers routine papers. Distributes Personnel Bulletin. Keeps Personnel Bulletins for binding. Helps in the filling of attendance sheets. Keeps materials existing in the Section. Helps in the evaluation of attendance. Provides information to the public.

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. P.Q. DO NASCIMENTO	Adm. Offi.,Class/I	Chief	9,100.00	FG 4,000.00	Permanent
2. R. DA SILVA	Clerk, Class/F	Chief of Mat. Depository	7,000.00	FG 1,200.00 SF 1,000.00 Ad 1,050.00	Permanent
3. G.T. SIQUEIRA	Office Aide, R/19	-	5,200.00	SF 250.00	Supernumerary w/status
4. Z.C. DE LIMA	Carpenter, R/23	-	7,500.00	SF 250.00	"
5. J. F. DOS REIS	Artisan, R/22	-	7,000.00	-	"
6. L.A. BATISTA	Artisan, R/22	-	7,000.00	SF 1,000.00	"
7. J. DE S. LIMA	Aide, R/21	-	6,500.00	SF 250.00	"
8. A.G. DA SILVA	Artisan, R/20	-	6,000.00	SF 1,750.00 Ad 1,500.00	"
9. J.R. DE VASCONCELOS	Artisan, R/21	-	6,500.00	SF 1,750.00	"
10. L. HARTT	Off. Messenger R/19	Attendant and Messenger	5,200.00	SF 750.00	"
11. F.L. DE MENDONÇA FILHO	Artisan, Aide R/19	-	5,200.00	SF 500.00	"

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MATERIALS SECTION - S.A.-3

DESCRIPTION OF DUTIES

1. Performs Gratified Function (FG) as Chief of Section.
2. Performs Gratified Function (FG) as person in charge of Materials Depository of S.A.
3. In charge of assets belonguing to DASP. Distributes the work among the artisans.
4. Executes carpentry work.
5. Executes jobs as carpenter, glazier, painter, blacksmith, electristician, mechanician, joiner.
6. Makes joys and polishes furnitures.
7. Executes jobs as electristician, painter, furniture polisher.
8. Executes jobs as plumber, locksmith, keymaker, electristician.
9. Executes jobs as painter, furniture polisher, mason.
10. Helps in the w ork of the Section by distributing material requested by the Division.
11. Executes jobs as electristician, painter, mason and joiner-aide.

DASP - January, 1959

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. W. XAVIER	Adm. Tech. Class/K	Chief	11,500.00	FG 4,000.00 SF 1,000.00	Permanent
2. S.L. DUARTE	Adm. Assist, R/21	Substitute for Chief	6,500.00	-	Supernumerary w/status

DESCRIPTION OF DUTIES

1. Executes all the work of the responsibility of the Section according to powers and functions (Regimento) of DASP.

2. Prepares documents for payment. Provides information to processes, fowarding them to competent organs. Obligates DASP funds. Prepares budgetary scheme for distribution of funds. Makes quarterly trial balance of DASP funds.

DASP - January, 1959

DUPLICATING SECTION - S.A.-5

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. G. DO C. MARTINS	Adm. Off., Class/I	Chief	9,100.00	FG 4,000.00	Permanent
2. A.R. DE CARVALHO	Adm. Off., Class/J	Control	10,000.00	SF 250.00	Permanent
3. S. DE MORAES	Adm. Off., Class/H	Control	8,300.00	-	Permanent
4. L. TIMOTHEO	Adm. Off., Class/H	Proof reading	8,300.00	-	Permanent
5. L.F. DA COSTA	Adm. Off., Class/H	Proof reading	8,300.00	-	Permanent
6. C.C. CALDEIRA	Clerk, Class/G	Substitute for Chief	7,500.00	-	Permanent
7. R.P. VIEIRA	Clerk, Class/F	Proof reading	7,000.00	-	Permanent
8. H.H. MONTEIRO	Typist, Class/F	Typing	7,000.00	SF 1,000.00	Permanent
9. C.R. PORTELA	Typist, Class/F	Typing	7,000.00	=	Permanent
10. L.M. VIANNA	Typist, Class/E	Proof reading	6,500.00	SF 250.00	Permanent
11. M.A. RIBEIRO	Typist, Class/E	Typing	6,500.00	-	Permanent
12. Y.V. PAN	Typist, Class/E	Typing	6,500.00	SF 500.00	Permanent
13. I.J.C. VILMAR	Typist, Class/E	Typing	6,500.00	SF 500.00	Permanent
14. Y.H. BRANDÃO	Typist, Class/E	Typing	6,500.00	-	Permanent
15. N. MOREIRA	Typist, Class/D	Typing	6,000.00	SF 500.00	Permanent

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Continuation,

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
16. T. DE S'A. FERNANDES	Typist, Class/D	Typing	6,000.00	-	Permanent
17. C. GOMES	Typist, Class/D	Typing	6,000.00	-	Permanent
18. R.C.M.R. DE AVELAR	Typist, Class/D	Typing	6,000.00	-	Permanent
19. S.V.M.L.DE ANDRADE	Typist, Class/D	Typing	6,000.00	SF 250.00	Permanent
20. M.D. FERREIRA	Typist, Class/D	Typing	6,000.00	-	Provisional
21. H.R. DA SILVA	Typist, Class/D	Typing	6,000.00	-	Provisional
22. M.H. BRANDO	Typist, Class/D	Typing	6,000.00	-	Provisional
23. M.A. PIERRO	Typist, Class/D	Typing	6,000.00	-	Provisional
24. V. CABUS	Typist, Class/D	Typing	6,000.00	SF 250.00	Provisional
25. C. RABEMSKY	Typist, Class/D	Typing	6,000.00	-	Provisional
26. L.D. SCOTT	Typist, Class/D	Typing	6,000.00	SF 250.00	Provisional
27. Z.D.R. DA CUNHA	Clerk Typ., R/22	Typing	7,000.00	-	Supernumerary w/status
28. L.R.A. DA SILVA	Clerk Typ., R/21	Typing	6,500.00	-	"
29. E.L.V. NEVES	Clerk Typ., R/21	Typing	6,500.00	-	"

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DUPLICATING SECTION - S.A.-5

DESCRIPTION OF DUTIES

1. Is responsible for the direction and general supervision of the work of the Section.

2. Controls incoming and outgoing materials for duplication.

3. Controls incoming and outgoing materials for duplication. Helps in proof-reading work. Executes monthly statistics of work performed.

4. 5. 6. 7. & 10. Fulfill proof-reading work. Clerk No. 6 is the substitute for the Chief.

Note: Remaining employees of the Section (8. 9. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29) are specifically responsible for the typing of materials presented by all components of DASP for duplication.

DASP - January, 1959

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. J. DE ALBUQUERQUE	Physician, R/31	Chief	17,000.00	FG 4,000.00 SF 1,000.00 Ad 4,250.00 R/V 6,800.00	Supernumerary w/status
2. P.W. BELACHE	Physician, R/29	Medical	14,500.00	SF 750.00 R/V 5,800.00	"
3. P.C. ENOUT	Adm. Assist, R/29 (Physician)	Medical	14,500.00	-	"
4. D.M. DA SILVA	Physician, R/28	Medical	13,000.00	SF 1,000.00 R/V 5,200.00	"
5. N.H. NITZSCHE	Dentist, R/25	Dental	9,100.00	SF 750.00 R/V 3,640.00	"
6. C.F. DE LYRA	Dentist, R/26	Dental	10,000.00	SF 1,000.00 R/V 4,000.00	"
7. W. LOMONACO	Typist, Class/D	Secretarial	6,000.00	-	Provisional
8. I.D. CARDOSO	Medical Service, Aide, R/21	-	6,500.00	-	Permanent
9. C.R. SOARES	Medical Service, Aide, R/20	-	6,000.00	-	Supernumerary w/status

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Continuation,

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
10. P.R.S. PAZ	Medical Service, Aide, R/23	-	7,500.00	-	Supernumerary w/status
11. G. DOS S.RAVIZZINI	Artisan, R/21	-	6,500.00	SF 500.00	"
12. C.M. DAS DORES	Servant, R/19	-	5,200.00	SF 1,000.00	"

MSP - January, 1959

SOCIAL ASSISTANCE SECTION - S.A.-6

DESCRIPTION OF DUTIES

1. Supervises medical, dental, and administrative activities of the Section. Performs professional work.

2. 3. & 4. Constitute a team to work directly with the Chief, in providing medical examination for diagnosis purposes; requisition of laboratory tests; ambulatory medical treatment; pre-employment and periodical examinations; medical examination for purposes of concession of leave. Make home visits (in case of absence because of illness). Physician No. 4 is responsible for the electrocardiographic examinations.

5. & 6. Provide clinical, and cirurgical dental services and X-Ray examinations.

8. 9. & 10. Help in the medical service (application of injections, curative, physiotherapy, etc.)

7. Performs secretarial, clerical, typing and filing services.

11. Serves as purchasing clerk and typist.

12. Serves as dentist-office-aide (maintains contact with radio-active substances). Helps in administrative work, filing and drug -store.

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CUSTODIAL STAFF - S.A.-7

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. M.F. DOS SANTOS	Servant, R/21	Chief	6,500.00	FG 1,500.00 SF 2,750.00 Ad 1,625.00	Supernumerary w/status
2. A.C. CARDOZO	Servant, R/21	In charge of night cleaning work	6,500.00	FG 1,000.00 SF 2,750.00 Ad 1,625.00	"
3. F.M. DE OLIVEIRA	Caretaker, R/23	Substitute for Chief	7,500.00	FG 1,000.00	"
4. V. DE P. VIANNA	Servant, R/20	Assigned to C.A.	6,000.00	FG 1,000.00 SF 1,500.00	"
5. U. DOS S.RAVIZZINI	Servant, R/21	In charge of morning cleaning work	6,500.00	FG 1,000.00 SF 750.00	"
6. A.F. NOGUEIRA	Servant, R/20	Assigned to SCR D.P.	6,000.00	-	"
7. A.A. ANAL	Caretaker, R/24	Chief - Aide	8,300.00	SF 750.00	"
8. A.A. DO NASCIMENTO	Servant, R/19	Assigned to ISA-5	5,200.00	SF 500.00	"
9. A.COSTA	Servant. R/19	Assigned to D.P.	5,200.00	SF 1,000.00 FG 500.00	"
10. A. DA S. FREITAS	Servant, R/19	Assigned to SA-1	5,200.00	-	"

DASP - January, 1959

Continuation,

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
11. A. LOPES	Servant, R/18	Office messenger	4,800.00	SF 750.00	Supernumerary w/status
12. A.J. MARQUES	Servant, R/18	Cleaning	4,800.00	SF 500.00	"
13. A. DE S. E SILVA	Servant, R/20	Cleaning	6,000.00	SF 1,250.00	"
14. A. DA F. TORRES	Servant, R/18	Cleaning	4,800.00	SF 750.00	"
15. A.P. DOS SANTOS	Servant, R/19	Office messenger	5,200.00	SF 1,000.00	"
16. A. DOS SANTOS	Piece-Work Employee	Cleaning	3,800.00	-	Supernumerary piece work
17. B.S. DE FREITAS	Servant, R/18	As signed to ISA-3	4,800.00	-	Supernumerary w/status
18. C. ANGELO	Servant, R/20	Office messenger	6,000.00	SF 750.00	"
19. C.A. DE O. MELLO	Servant, R/20	Assigned to DG-DASP	6,000.00	SF 1,000.00 Rp 500.00	"
20. C. DA S. BELLINHO	Servant, R/18	Cleaning	4,800.00	SF 1,000.00	"
21. C.M. DAS DÔRES	Servant, R/19	Assigned to SA-6	5,200.00	SF 1,000.00	"
22. D.M. DA SILVA	Servant, R/22	Cleaning	7,000.00	SF 2,000.00	"
23. E.O. DA SILVA	Servant, R/19	Cleaning	5,200.00	SF 500.00	"
24. E. DAS DÔRES	Mes senger, R/16	Office messenger	3,800.00	-	"

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Continuation,

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
25. F.A. DA SILVA	Servant, R/20	Office messenger	6,000.00	-	Supernumerary w/status
26. F.D. FERREIRA	Servant, R/18	Assigned to C.A.	4,800.00	SF 500.00	"
27. G.A. ALVES	Servant, R/20	Assigned to SA-1	6,000.00	SF 1,500.00	"
28. G.M. DA FONSECA	Piece-work employee	Cleaning	3,800.00	SF 250.00	Supernumerary piece-work
29. G.L.B.DE CARVALHO	Messenger, R/13	Assigned to DO-1	3,800.00	-	Supernumerary w/status
30. G. DE S. AZEVEDO	Servant, R/21	Assigned to C.A.	6,500.00	-	"
31. G.J. DOS SANTOS	Servant, R/18	Assigned to DP-1	4,800.00	-	"
32. G. DE LIMA	Servant, R/19	Cleaning	5,200.00	SF 1,000.00	"
33. H. DA S. BRITTO	Servant, R/19	Assigned to TOR-SD.	5,200.00	SF 750.00	Supernumerary
34. H. PRADO	Servant, R/16	Office messenger	3,800.00	-	"
35. H.V. SANCHE	Servant, R/18	Cleaning	4,800.00	SF 500.00	"
36. H. DA S. PONTES	Servant, R/18	Office messenger	4,800.00	SF 500.00	"
37. H.C.Q.BITTENCOURT	Servant, R/19	Assigned to DO.	5,200.00	SF 2,500.00 Rp 500.00	"
38. I. GUIMARÃES	Servant, R/20	Assigned to SD.	6,000.00	SF 500.00	"
39. J.B. DA SILVA	Servant, R/17	Office messenger	3,800.00	-	"
40. J.B.DE S.E SILVA	Servant, R/19	Assigned to DG	5,200.00	SF 750.00 Rp 500.00	"

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Continuation,

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
41. J.N. BORGES	Servant, R/20	Assigned to DP	6,000.00	SF 1,000.00 Rp 500.00	Supernumerary
42. J. DA SILVA	Servant, R/19	Cleaning	5,200.00	SF 750.00	"
43. J.C. DA SILVA	Servant, R/19	Cleaning	5,200.00	SF 1,000.00	"
44. J.P. ESTUMANN	Servant, R/17	Office messenger	3,800.00	SF 500.00	"
45. J.B. CRUZ	Servant, R/20	Assigned to DSA	6,000.00	-	"
46. J.C. DE MELLO	Servant, R/18	Assigned to SA	4,800.00	SF 250.00	"
47. J.M. LIMA	Servant, R/19	Assigned to D.O.	5,200.00	SF 1,500.00	"
48. J. ABRAHÃO	Servant, R/21	Office messenger	6,500.00	-	"
49. J.D. DA SILVA	Servant, R/20	Assigned to C.A.	6,000.00	SF 500.00	Supernumerary w/status
50. J.G. DOS SANTOS	Servant, R/19	Cleaning	5,200.00	SF 1,250.00	"
51. J.H. DE A. PINTO	Servant, R/20	Assigned to DG	6,000.00	Rp 1,200.00	"
52. J. LUIZ	Piece-work	Cleaning	3,800.00	SF 250.00	Supernumerary piece work
53. J.B. LIMA	Servant, R/17	Office messenger	3,800.00	Rp 500.00	Supernumerary w/status
54. J. DOS SANTOS	Servant, R/20	Cleaning	6,000.00	SF 750.00	"
55. L.C. CARVALHO	Servant, R/19	Office messenger	5,200.00	SF 750.00	"
56. L.F. DE S.E SILVA	Servant, R/20	Cleaning	6,000.00	SF 750.00	"

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NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
57. L. HARTT	Servant, R/19	Assigned to SA.3	5,200.00	SF 750.00	Supernumerary w/status
58. M.A. DIAS	Servant, R/17	Office messenger	3,800.00	SF 750.00	"
59. M.J. GOMES	Servant, R/18	Office messenger	4,800.00	SF 1,000.00	"
60. M.V. E SILVA	Servant, R/18	Assigned to DG	4,800.00	Rp 500.00	"
61. M.W. DE CARVALHO	Servant, R/20	Cleaning	6,000.00	SF 500.00	"
62. M.D. TRAVASSOS	Piece-work	Cleaning	3,800.00	-	Supernumerary piece-work
63. M.G. DE FARIAS	Servant, R/20	Cleaning	6,000.00	SF 500.00	Supernumerary
64. M.L. PEIXOTO	Servant, R/16	Office messenger	3,800.00	-	"
65. M.S. DE MORAES	Servant, R/18	Cleaning	4,800.00	SF 750.00	"
66. M.N. VIEIRA	Messenger, R/13	Assigned to DSA-4	3,800.00	-	"
67. M. PAIVA	Servant, R/20	Cleaning	6,000.00	SF 750.00	"
68. N.J. FERREIRA	Servant, R/19	Office messengar	5,200.00	SF 500.00	"
69. O. DE S.FIGUEIREDO	Piece-work	Cleaning	3,800.00	SF 500.00	Supernumerary piece-work
70. O.P. NETTO	Office messenger R/17	Assigned to CATEC	3,800.00	-	Supernumerary

DASP - January, 1959

Continuation,

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
71. O.DOS S. RIBEIRO	Office messenger R/17	Office messenger	3,800.00	-	Supernumerary
72. O.F. DA CUNHA	Servant, R/18	Cleaning	4,800.00	-	"
73. O.L. DA SILVA	Servant, R/20	Cleaning	6,000.00	-	"
74. O. DE C.MAGALHÃES	Servant, R/18	Assigned to DEP	4,800.00	SF 750.00	"
75. P.R. MARTINEZ	Servant, R/18	Assigned to DG	4,800.00	-	"
76. P. DA FONSECA	Servant, R/20	Assigned to C.A.	6,000.00	SF 500.00	"
77. P.X. COELHO	Servant, R/19	Cleaning	5,200.00	-	"
78. P.A. FREIRE	Servant, R/19	Office messenger	5,200.00	SF 1,500.00	"
79. R.C. DA SILVA	Servant, R/19	Assigned to CA	5,200.00	-	"
80. R.G. COSTA	Servant, R/19	Assigned to CA	5,200.00	-	Supernumerary w/status
81. R.P. DOS SANTOS	Messenger, R/13	Assigned to SD	3,800.00	SF 250.00	"
82. R.C. DIAS	Messenger, R/13	Assigned to DP-3	3,800.00	-	"
83. S.M. RAMOS	Messenger, R/17	S.A.-2	3,800.00	-	"
84. S.G. CARNAVAL	Servant, R/18	Office messenger	4,800.00	-	"
85. V. GONÇALVES	Servant, R/20	Cleaning	6,000.00	SF 1,000.00	"
86. W.R. DA SILVA	Servant, R/19	Assigned to DG	5,200.00	SF 750.00 Rp 500.00	"
87. W. DA SILVA	Servant, R/19	Assigned to SA-1	5,200	SF 1,000.00	"

DASP - January, 1959

CUSTODIAL STAFF - S.A.-7

DESCRIPTION OF DUTIES

1. Supervises general work of the Custodial Staff (S.A.-7). Distributes work and personnel and attends to problems pertinent to the Custodial Staff.

2. Supervises night cleaning w ork, shifting of furnitures and waxing. Keeps constant guard of DASP during his duty schedule. Controls attendance of subordinates.

3. Substitutes for the Chief and helps in the regular routine work.

4. Assigned to the Courses of Administration (C.A.) as chief of its Custodial Staff. (See C.A. for description of duties).

5. Supervises cleaning work. In charge of reporting telephone calls from DASP employees giving notice of illness. Distributes official organ (Diário Oficial) among DASP components.

6. Assigned to Classification and Salary Service (S.C.R.), Personnel Division.

7. Opens doors. Reports telephone calls from DASP employees giving notice of illness. Picks up official organ (Diário Oficial) in the National Printing Office (Imprensa Nacional) and makes its distribution among DASP components.

8. 9. 10. 17. 19. 21. 26. 27. 29. 30. 31. 33. 37. 38. 40. 41. 45. 46. 47. 49. 51. 57. 60. 66. 70.

74. 75. 76. 79. 80. 81. 82. 83. 86. 87. (For description of duties of these employees who are directly assigned see corresponding component in each case).

11. 15. 18. 24. 25. 34. 36. 39. 44. 48. 53. 55. 58. 59. 64. 68. 71. 78. 84. Attend telephone calls. Deliver and receive papers and correspondence. Give information to the public.

12. 13. 14. 16. 20. 22. 23. 28. 32. 35. 42. 43. 50. 52. 54. 56. 61. 62. 63. 65. 67. 69. 72. 73. 77.

85. Make general cleaning and conservation of DASP offices. In charge of removing furniture within offices and from office to office.

S.A. - TRANSPORTATION GROUP

NAME	TITLE & GRADE	WORK PERFORMED	SALARY Cr$	ALLOWANCE Cr$	STATUS
1. A.R. DE SOUZA	Chauffeur, R/25	Assigned to DG-DASP	9,100.00	Rp 1,000.00	Supernumerary w/status
2. A.M. ALEGRE	Chauffeur, R/23	Assigned to DG- DASP	7,500.00	Rp 1,000.00 SF 500.00	Supernumerary w/status
3. J.C. SOBRINHO	Chauffeur, R/23	Transportation	7,500.00	SF 1,250.00	Supernumerary
4. J.S. DA MOTA	Chauffeur, R/22	Transportation	7,000.00	SF 500.00	"
5. J.A. MEDA	Chauffeur, R/22	Transportation	7,000.00	SF 500.00	"
6. P.F. DE CARVALHO	Chauffeur, R/24	Transportation	8,300.00	SF 1,500.00	"
7. P.Q. DOS SANTOS	Chauffeur, R/22	Transportation	7,000.00	Rp 1,000.00 SF 1,250.00	"
8. Z.J. DOS PASSOS	Chauffeur, R/23	Transportation	7,500.00	SF 1,000.00	"

DESCRIPTION OF DUTIES

1. & 2. Assigned to the Office of the Director-General (DG) of DASP.

3. 4. 5. 6. 7. & 8. In charge of transportation of DASP officials and delivery of documents.

DASP - January, 1959

OFFICE HOURS

Regular office hours in DASP cover a period of six (6) hours; however, directors, chiefs of services and sections, supervisors and employees performing gratified functions have an eight hour period of duty. The eight hour period is divided in two turns by an interval of two hours for lunch. The six hour period has two schedules.

The Courses of Administration (C.A.) are open during a twelve hour period from 7:AM to 7:PM. Duty hours in C.A. are distributed in shifts.

Custodial staff and transportation group are also organized in shifts so as to cover the total period during which DASP offices are open and to provide cleaning services.

The table below shows the distribution of DASP duty hours.

	No. of Employees	From	To
Direction	43	10:AM	7:PM
General Staff, including	11	6:AM	2:PM
Custodial and Transportation Group	5	7:AM	4:PM
	9	8:AM	4:PM
	35	9:AM	5:PM
	67	10:AM	5:PM
	158	11:AM	5:PM
	133	11:AM	6:PM
	62	12:00	6:PM
	7	1:PM	8:PM
	18	6:PM	11:PM

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OFFICE HOURS

	No. of Employees	From	To
Courses of Administration (C.A.)			
Direction	3	10:AM	6:PM
General Staff, including Custodial	19	7:AM	1:PM
	22	1:PM	6:PM

DISTRIBUTION OF POSITIONS

TITLES	DG	DO	DP	DSA	CA	DEP	ETUB	SD	SA	DETAILS FROM DASP	LWOP	TOTALS
Adm.Technician	1	6	5	2	-	1	1	-	1	25	1	43
Adm.Assistant	5	14	24	23	4	1	-	8	4	15	-	98
Adm.Officer	5	2	8	4	3	-	-	4	7	6	-	39
Adm.Aide	-	4	8	3	3	-	-	3	3	4	1	29
Aide	2	2	8	-	-	-	-	1	2	-	1	16
Assistant	-	-	1	-	-	-	-	-	-	-	-	1
Tech.Assistant	-	-	-	-	-	-	-	-	-	4	-	4
Tech.Advisor	1	2	1	-	-	-	-	1	1	-	-	6
Clerk	1	7	10	5	5	-	-	3	8	5	-	44
Clerk-Typist	7	13	30	19	7	-	-	14	13	13	9	125
Typist	1	1	1	2	-	1	-	4	20	2	1	33
Office-Aide	-	-	2	-	-	-	-	-	-	-	-	2
Operator	1	1	1	3	1	-	-	6	-	1	-	14
Time-Keeper	-	-	1	-	-	-	-	2	-	-	1	4
Caretaker	-	-	-	-	-	-	-	-	2	-	-	2
Janitor	-	-	-	-	-	-	-	1	-	-	-	1
Messenger	-	-	1	-	-	1	-	-	7	-	-	9
Officer-Messenger	1	-	-	-	-	-	-	-	4	-	-	5
Servant	6	3	6	11	7	-	-	3	76	4	1	117

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Continuation,

TITLES	DG	DO	DP	DSA	CA	DEP	ETUB	SD	SA	DETAILS FROM DASP	LWOP	TOTALS
Chauffeur	2	-	-	-	-	-	-	-	8	1	-	11
Piece-Work	-	-	-	-	-	-	-	-	5	-	-	5
Artisan	-	-	-	-	1	-	-	2	5	-	-	8
Artisan-Aide	-	-	-	-	-	-	-	-	1	-	-	1
Carpenter	-	-	-	-	-	-	-	-	1	-	-	1
Photographer	-	-	-	-	-	-	-	1	-	-	-	1
Museum-Clerk	-	1	-	-	-	-	-	-	-	-	-	1
Postal Clerk	-	-	1	-	-	-	-	-	-	-	-	1
Warehouseman	-	1	-	-	-	-	-	-	-	-	-	1
Warehouseman-Aide	-	-	-	1	-	-	-	-	-	-	-	1
Investigator	-	-	1	-	-	-	-	-	-	-	-	1
Inspector	-	-	1	-	3	-	-	-	-	1	-	5
Accountant	-	2	1	-	-	-	-	-	-	-	-	3
Accounting-Clerk	-	3	-	-	-	-	-	-	-	-	1	4
Assist-Accounting-Clerk	-	1	-	-	-	-	-	-	-	-	-	1
Librarian	-	-	-	-	-	-	-	3	-	4	-	7
Assist. Librarian	1	-	-	-	-	-	-	6	-	-	-	7

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Continuation.

T I T E L S	JG	JO	JM	JMA	GA	JEP	STMS	JO	JGA	Gesamt-Ist
Chauffeur	2	-	-	-	-	-	-	-	8	2
Plan-Zeichner	-	-	-	-	-	-	-	-	5	-
Artisan	-	-	-	-	1	-	-	-	5	-
Artisan-Gehilfe	-	-	-	-	-	-	-	-	1	-
Garagenwärter	-	-	-	-	-	-	-	-	1	-
Photographen	-	-	-	-	-	-	-	-	1	-
Museum-Wärter	-	1	-	-	-	-	-	-	-	-
Postal Clerk	-	-	1	-	-	-	-	-	-	-
Kanzleigehilfen	-	1	-	-	-	-	-	-	-	-
Kanzleigehilfen-Gehilfe	-	-	-	-	-	-	-	-	-	-
Investigator	-	-	1	-	-	-	-	-	-	-
Inspector	-	-	1	-	3	-	-	-	-	1
Accountant	-	2	1	-	-	-	-	-	-	-
Accounting-Clerk	-	3	-	-	-	-	-	-	-	-
Assist.-Accounting-Clerk	-	1	-	-	-	-	-	-	-	-
Lithographen	-	-	-	-	-	-	-	-	3	-
Assist. Lithographen	1	-	-	-	-	-	-	-	6	-

TITLES	DG	DO	DP	DSA	CA	DEP	ETUB	SD	SA	DETAILS FROM DASP	LWOP	TOTALS
Library-Aide	-	-	-	-	-	-	-	4	-	2	1	7
Filing-Clerk	1	-	1	-	1	-	-	-	-	-	-	3
Physician	-	-	-	-	-	-	-	-	3	-	-	3
Dentist	-	-	-	-	-	-	-	-	2	-	-	2
Medical-Service-Aide	-	-	-	-	-	-	-	-	3	-	-	3
Writer	-	-	-	-	-	-	-		-	-	-	1
Editor	-	-	-	-	2	-	-	4	-	-	-	6
Engineer	-	-	-	-	-	16	4	-	-	4	2	26
Draftsman	-	1	-	-	-	1	2	1	-	-	-	5
Specialist Decorator	-	-	-	-	-	1	-	-	-	-	-	1
Legal Consultant	-	-	-	-	-	-	-	-	-	1	-	1
Veterinary	-	1	-	-	-	-	-	-	-	-	-	1

DASP - January, 1959

N A M E	TITLE & GRADE	EARNING SALARY IN DASP - Cr$	PRESENT EMPLOYMENT
			Presidency of the Republic - (PR)
1. D.F. CUNHA	Servant, R/21	6,500.00	PR - Palace of Catete
2. D.S. da SILVA	Clerk-Typist, R/21	6,500.00	PR - Palace of Catete
3. E.Q. NASCIMENTO	Clerk, Class/E	6,500.00	PR - Palace of Catete
4. J.S. BRAGA	Clerk-Typist, R/22	7,000.00	PR - Palace of Catete
5. M.A. FERNANDES	Clerk-Typist, R/21	6,500.00	PR - Palace of Catete
6. M.C.A. OLIVEIRA	Adm.Aide, R/24	8,300.00	PR - Palace of Catete
7. M.C.R. DINIZ	Adm.Officer, Class/H	8,300.00	PR - Palace of Catete
8. N.NOCITTO	Typist, Class/E	6,500.00	PR - Palace of Catete
9. S.M.V. GARCIA	Clerk-Typist, R/22	7,000.00	PR - Palace of Catete
10. V.L. FURTADO	Adm.Aide, R/26	10,000.00	PR - Palace of Catete
11. V.P. OTTONI	Clerk, Class/E	6,500.00	PR - Palace of Catete
			PR - National Research Council(CN.Pq.)
12. H.M. MARTINS	Librarian, Class/J	10,000.00	PR - C.N.Pq. - IBBD
13. J.G. PINTO NETTO	Operator, R/24	8,300.00	PR - C.N.Pq.
14. L.de Q. SAMBAQUI	Librarian, Class/M(CC)	--------	PR - C.N.Pq. - IBBD
15. O.R. TRINDADE	Typist, Class/E	6,500.00	PR - C.N.Pq.
16. P.P. de FIGUEIREDO	Adm.Technician,Class/N	15,500.00	PR - C.N.Pq. - CHF

DASP - January, 1959

NAME	TITLE & DUTIES	MONTHLY SALARY EN DEC. - 63	NOTES

Continuation,

N A M E	TITIE & GRADE	EARNING SALARY IN DASP - Cr$	PRESENT EMPLOYMENT
17. L.P. FARRAPEIRA	Clerk-Typist, R/23	7,500.00	PR - Council of Development
18. M.de L. MODIANO	Adm.Officer, Class/M	14,500.00	PR - IBGE
19. L.G.R. RIBEIRO	Adm.Technician,Class/M	14,500.00	PR - SPVEA (Amazon Valley)
20. M.A. MENDES, Jr.	Adm.Officer,Class/K (CC)	--------	PR - N.Corporation of Alkalis
21. Y.T. de M. FASSONI	Adm.Officer, Class/I	9,100.00	PR - N.Petroleum Council
22. A.F. de MENDONÇA	Clerk-Typist, R/20	6,000.00	Salt Plan (P.S.)
23. G. NAHUM	Clerk, Class/E	6,500.00	P.S.
24. L.M.B. ESTRÊLA	Account.Clerk, R/26	10,000.00	P.S.
25. Z.S. de ANDRADE	Clerk-Typist, R/21	6,500.00	P.S.
			Ministry of Finance (M.F.)
26. F.E. MAIA	Adm.Tech.,Class/N(CC)	---------	MF - The Mint (Director)
27. T.V.M. LOBES	Adm.Tech.,Class/M	14,500.00	MF - The Mint
28. J.A. MEDA	Chauffeur, R/22	7,000.00	MF - Gen.Accounting Office
29. J.P. de LEMOS NETTO	Engineer, R/31	17,000.00	MF
30. M.N. de A. DIAS	Clerk, Class/G	7,500.00	MF - State of Paraíba
31. M.S.C. e SILVA	Clerk-Typist, R/21	6,500.00	MF - Council of Tariffs
32. N.S.N. da GAMA	Adm.Assist., R/28	13,000.00	MF - State of Goiás
			Autarchies under MF
33. A.D. VIEIRA	Adm.Tech., Class/N	15,500.00	B.N.D.E.(Bank of Econ.Development)

DASP - January, 1959

NAME	TITLE & GRADE	SALARY ADJUST. IN DEC. - US
18. L.F. R. GALVÃO	Clerk-Typist, A/23	7,500.00
19. M.de L. MOREIRO	Adm.Officer, Class/M	14,500.00
20. L.G.R. BRETÃO	Adm.Secretary, Class/M	14,500.00
21. N.A. TORRES, Jr.	Adm.Officer, Class/A (FO)	----------
22. A.T. G. M. PAGLONI	Adm.Officer, Class/A	9,100.00
23. A.F. de MORAÚJO	Clerk-Typist, A/20	6,000.00
24. C. MARTIM	Clerk, Class/A	6,300.00
25. L.M.S. SETÚBAL	Account.Clerk, A/26	11,700.00
26. Z.S. de QUEIRÓZ	Clerk-Typist, A/21	6,300.00
27. M.M. MAIA	Adm.Tech., Class/M (CO)	----------
28. M.V.M. TORRES	Adm.Tech., Class/M	14,500.00
29. A.A. MOURA	Clerk/Typist, A/22	7,000.00
30. A.T. de LEMOS NETTO	Engineer, A/31	17,700.00
31. M.M. de A. DIAS	Clerk, Class/C	7,100.00
32. M.S.C. e SILVA	Clerk-Typist, A/21	6,000.00
33. M.S.M. da GAMA	Adm.Assist., A/28	10,000.00
34. A.M. VIEIRA	Adm.Tech., Class/M	15,500.00

Continuation,

NAME	TITLE & GRADE	EARNING SALARY IN DASP - Cr$	PRESENT EMPLOYMENT
			Autarchies under MF
34. C. de P.LEITE	Adm.Tech., Class/N(CC)	-------	B.N.D.E. (Director)
35. R.M.M. de A. TORRES	Engineer, R/30	15,500.00	B.N.D.E.
36. E. LEZONE	Adm.Aide, R/28	13,000.00	S.E.I.P.U. (Private Agencies Incorporated to N.Properties)
37. H.M. ESCOBAR	Tech.Assist.,R/28	13,000.00	Bank of Brazil - SUMOC
			Ministry of Health (M.S.)
38. E. da C. AMORIM	Adm.Assist., R/30	15,500.00	MS
39. J.L. C. de ARAUJO	Library-Aide, R/22	7,000.00	MS
40. M.A.P. MIGUEZ	Librarian, Class/I	9,100.00	MS
41. S.de A.L. BASTOS	Servant, R/21	6,500.00	MS
			Ministry of Agriculture (M.A.)
42. A.R. ROCHA	Adm.Tech., Class/M	14,500.00	MA - INIC (Immigration & Colonization)
43. M.L.C. FERREIRA	Clerk-Typist, R/20	6,000.00	MA - Salvador, St. of Bahia
			Ministry of Education & Culture(MEC)
44. A. NASSER	Adm.Tech., Class/L	13,000.00	MEC - Distrito Federal
45. A. TOURINHO	Servant, R/20	6,000.00	MEC - Distrito Federal
46. F.M. PORTUGAL	Librarian, Class/L	13,000.00	MEC - Distrito Federal
47. M.J.B. de OLIVEIRA	Adm.Assist., R/27	11,500.00	MEC - Fortaleza, St. of Ceará
48. M.P. DOMINGUES	Adm.Tech., Class/L	13,000.00	MEC - Distrito Federal

DASP - January, 1959

Continuation,

NAME	TITLE & GRADE	EARNING SALARY IN DASP - Cr$	PRESENT EMPLOYMENT
			Ministry of Education & Culture (MEC)
49. W.G. PEREIRA	Adm.Tech., Class/K	11,500.00	MEC - Pedro II School - D.F.
50. S. da C. GRILLO	Adm.Assist., R/27	11,500.00	MEC - INL - Nat'l Inst. of Book
			Ministry of Justice & Interior Business MJNI
51. A.M. BAHIENSE	Adm.Tech., Class/N	15,500.00	MJNI - Distrito Federal
52. F. CISNEIROS	Adm. Assist., R/28	13,000.00	MJNI - Distrito Federal
53. J.E. de CASTRO	Adm.Assist., R/28	13,000.00	MJNI - IN - N. Printing Office
54. L. de L. CARDOSO	Adm.Assist.,R/26	10,000.00	Ministry of Foreign Affairs
			Public Works - MVOP
55. E. CARVALHO	Adm.Tech., Class/K	11,500.00	MVOP - DCT - Distrito Federal
56. M.C. ALMEIDA	Inspector, R/20	6,000.00	MVOP - DCT - Belo Horizonte MG
57. N. CHAVES	Servant, R/20	6,000.00	MVOP - DCT - Terezópolis, St. of Rio de Janeiro
58. O. STRAUCH	Adm.Tech., Class/N	15,500.00	MVOP - Distrito Federal
59. A. G. RAMOS	Adm.Tech.,Class/L (CC)	---------	MVOP - OHEN Northeast Operation
			Ministry of Labor, Industry and Commerce - MTIC
60. A. CARDOSO	Clerk-Typist, R/23	7,500.00	MTIC - Distrito Federal
61. D.V. MOREIRA	Adm. Tech., Class/N	15,500.00	MTIC - Distrito Federal

DASP - January, 1959

NAME	TITLE & GRADE	EARNING SALARY IN DASP - Cr$	PRESENT EMPLOYMENT
62. P.A. FERNANDES	Adm.Assist., R/27	11,500.00	MTIC - Distrito Federal
63. A.C.F. de PAIVA	Clerk-Typist, R/21	6,500.00	MTIC - Distrito Federal
64. B. NASCIMENTO	Adm.Assist., R/26	10,000.00	MTIC - IAPB (Retirement & Pension of Bank Employees)
			State and City Governments
65. E.SIQUEIRA	Adm.Tech., Class/N	15,500.00	PMF - Distrito Federal
66. J.SALI NETTO	Adm.Assist., R/26	10,000.00	City of Santos, São Paulo
67. J.N. PEREIRA	Adm.Tech., Class/L	13,000.00	State of Goiás
68. L. de PINO	Adm.Aide, R/28	13,000.00	State of Paraná(Public Serv.Depart.)
69. M.M. da C. MAIA	Clerk-Typist, R/28	13,000.00	State of Rio Grande do Sul
70. M. VIDO	Library-Aide, R/24	8,300.00	A.B.L.-Brazilian Academy of Arts and Letters
71. A.I.J. AYRES	Adm.Tech., Class/N	---------	NOVACAP (New Capital)
72. B. SILVA	Adm.Tech., Class/M	---------	F.G.V. - EBAP (Director)
73. D.F.P. PEREIRA	Adm.Assist., R/28	13,000.00	Getúlio Vargas Found. (F.G.V.)
74. M.do P.S. e SILVA	Clerk-Typist, R/21	6,500.00	Reg.Electoral Court - São Luiz, St. of Maranhão
75. I.G. de FREITAS	Adm.Tech., Class/N	---------	UNESCO
76. J.C.I. de ARAUJO	Adm.Tech., Class/L	---------	United Nations
77. P.L. CORRÊA	Adm.Tech., Class/M	---------	United Nations
78. W.E. CAMPOS	Adm.Tech., Class/N	---------	Federal Deputy, Chamber of Deputies

DASP - January, 1959

NAME	TITLE & GRADE	EARNING SALARY IN DASP - Cr$	PRESENT EMPLOYMENT
79. L.M. de MATTOS	Adm.Tech., Class/L	--------	Petrobrás
80. A. SEIXAS	Adm.Officer, Class/J	--------	Petrobrás
81. A.U. BITTENCOURT	Adm.Assist., R/30	--------	Petrobrás
82. E. de A. CARNEIRO	Adm.Tech., Class/K	--------	Petrobrás
83. I. d'OLIVEIRA	Tech.Assist., R/28	--------	Petrobrás
84. J.C. GENTIL NETTO	Adm.Assist., R/26	--------	Petrobrás
85. J.V. de MIRANDA	Tech. Assist., R/28	--------	Petrobrás
86. O. SARRO	Adm. Officer, Class/L	--------	Petrobrás
87. P. de E.S. MESQUITA	Adm.Assist., R/29	--------	Petrobrás
88. W. de S. AGUIAR	Adm.Assist., R/28	--------	Petrobrás
89. O.S. de VASCONCELLOS	Adm.Tech., Class/L	--------	Petrobrás
90. C.M. SILVA	Legal Consultant, Class/R	--------	Public Ministry - Prosecutor General of the Republic

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EMPLOYEES OF OTHER ORGANIZATIONS ON DETAIL IN D.A.S.P.

NAME	TITLE & GRADE	ORGANIZATION	PLACEMENT IN DASP
1. A. DIAS	Clerk, Class/G	I.A.P.I.	Budget & Org.Div.
2. A.E. da SILVEIRA	Adm.Officer, Class/O	M.of Public Works	Off.of Director-General
3. A.M. FURTADO	Assist. Librarian, Class/H	M.of Education-N.Library	Printing Serv. - Library
4. A.M. PEREIRA	Museum Clerk, R/21	M.of Education	Budget & Org.Div.
5. A.S. AVILA	Accountant, Class/O	M.of Finance	Budget & Org.Div.
6. A.da S. CUNHA	Adm.Officer, Class/K	M.of Agriculture	Selection & Training Div.
7. B. GALVÃO	Accountant, Class/O	M.of Finance	Budget & Org.Div.
8. C. de CARVALHO	Adm.Aide, R/26	M.of Navy	Personnel Div.
9. D.H. FRAGOSO	Adm.Officer, Class/I	M.of Finance	Printing Serv.
10. E. de A. REZENDE	Postal Clerk, Class/I	M.of Transp & Pub.Works DCT	Personnel Div.
11. F. AYRES	Veterinary, Class/J	M.of Agriculture	Budget & Org.Div.
12. F. PIMENTEL	Caretaker, Class/J	IPASE/H.S.E.	Administration Serv.
13. G. da P. FRANCO	Adm.Officer, Class/K	M.of Transp. & Pub.Works DCT	Personnel Div.
14. G.J. de SANT'ANNA	Adm.Aide, R/24	COFAP	Budget & Org.Div.
15. G.R. de M. MATTOS	Legal Consultant	M.of Agriculture	C.A.C.
16. H.A. de REZENDE	Adm.Aide, R/28	M.of Transp. & Pub.Works DNPRC	ETUB
17. H. O'DWYER	Adm.Officer, Class/L	M.of Transp.& Pub.Works	ETUB

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NAME	TITLE & GRADE	ORGANIZATION	PLACEMENT IN DASP
18. H.B. PRATT	Adm.Officer, Class/M	M.of War	Personnel Div.
19. H.E.S. de OLIVEIRA	Adm.Officer, Class/L	M.of Agriculture	Budget & Org.Div.
20. H. dos SANTOS	Telegraph-Clerk,Class/K	M.of Transp.& Pub.Works DCT	Budget & Org.Div.
21. I.M.B.R. RIBEIRO	Office-Messenger, R/12	M.of Foreign Affairs	Administration Serv.
22. J.B. MENDES	Investigator, R/24	M.of Justice & Int.Bus.	Personnel Div.
23. J.F. SAMPAIO	Engineer, Class/M	M.of Educ. & Culture	Pub.Buildings Div.
24. J.M. de FARIA	Adm.Tech. Class/R	M.of Foreign Affairs	Office of Director-General
25. M.A. WANICK	Adm.Aide, /	N.Council of Economy	Personnel Div.
26. M.B.P. de FARIA	Engineer, Class/L	M.of Finance	ETUB
27. M.C.B. MELLO	Writer, R/31	M.of Justice & Int.Bus.	Printing Serv.
28. M.H.T. MOTTA	Adm.Officer, Class/H	M.of Finance	GTB
29. O.G. de A.PIRES	Accountant, Class/O	M.of Finance	Personnel Div.
30. T.J. de S'A FILHO	Chauffeur, R/20	M.of Agriculture	Admnistration Serv.

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NAME	RANK & RATE	CHARACTER
18. M.B. HART	Ch.Officer, Class/A	M.of War
19. H.B.A. de SILVEIRA	Ch.Officer, Class/A	B.of Quartermaster
20. E. Van SLUYTS	Telegraph Clerk, Class/A	M.on Trans.& Pub.Works
21. T.H.A. HIMING	Officer-Steward, 2/Class	M.of Foreign Affairs
22. J.B. MENDES	Inventory Clerk, 2/Class	M.of Health & Ind.Aff.
23. J.F. GUERRA	Engineer, Class/A	M.of Ag. & Com. & Colonies
24. J.M. de FARIA	Cook, Class/A	M.of Foreign Affairs
25. M.A. WALTOR	Steward, 2/Class	M.of Commerce & Industry
26. M.B.T. de FARIA	Engineer, Class/A	M.of Finance
27. M.C.S. MELLO	Fireman, 1/Class	M.of Justice & Ins.Aff.
28. M.B.T. MOTTA	Ch.Officer, Class/A	M.of Finance
29. C.D. de A.TOMAS	Quartermaster, Class/A	M.of Finance
30. T.A. de SOUSA FILHO	Gunnerer, 2/Class	M.of Agriculture

Adiantamento — Advanced payment which does not supplement budgeted funds; it is made from special funds (créditos especiais) or regular budgeted funds to meet immediate needs. One employee of the agency is assigned responsibility for the utilization and settlement of accounts relative to the advanced payment.

Administração indireta — Government administration is divided in two categories, namely: direct and indirect administration. The Federal Government, States and Municipalities, as well Federal Territories and District are the components of direct administration. The Federal Government embraces the presidency of the Republic, ministries, councils and other agencies subordinate thereto. Organizations of public service other than those pertaining to Federal Government, state and municipal administrations are considered indirect administration.

Admissão — Admission is the appointment of supernumeraries (see Extranumerário) for functions (see Cargos públicos e funções). Also relates to appointment of a candidate who has qualified in a test (see Prova de habilitação).

Aproveitamento — Restoration refers to new assignment of an employee in availability (see Disponibilidade).

Autarquias — Autarchies are decentralized public services, separated from central administration and established to perform specific services in meeting certain needs. They have specific technical functions, self financing capacity and distinct organizational and operational character. They are partially independent of the State, collaborating indirectly with the State and, yet, they are controlled by the State with respect to

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organization, administration and financial management. Often they are referred to as "decentralized services" or "indirect administration."

Balanço — Balance is a report of financial conditions as of a given date.

Cadastro — Records, list, etc. Cadastro de Pessoal relates to all types of personnel records, including staffing-patterns, personal cards, etc.

Cargo em Comissão — Position in Commission (CC) is the appointment made directly by the President of the Republic for positions such as: minister, director of departments and divisions, president of autarchies and head of an agency. These positions do not belong to a career and their fulfilment is transitory.

Cargos Isolados de Provimento efetivo — Isolated positions of permanent status. These are positions which do not admit within grade pay increase and offer no promotion possibilities. They have permanent status and do not require examination. These appointive positions are created by law, do not belong to a career but correspond to a certain grade of salary.

Cargos Públicos ou Funções — Designations of two distinctly different categories of public positions. Public positions (cargos públicos) are created by law, have permanent character, have assigned titles, are established in fixed numbers and are paid from federal funds. Functions (funções) are created by decree (executive act), have non permanent character and are established in fixed numbers at discretion of the President of the Republic. The holders of Cargos Públicos are functionaires (funcionários) and the holders of functions are supernumeraries (extranumerários).

Concurso — Competitive examination to select best candidates for public positions.

Contratados e Tarefeiros — Supernumeraries (see Extranumerário) on a contract or piece work basis, also called temporary personnel.

Creditos Adicionais	Funds allocated by the Congress, after the Annual Budget has been approved, to meet unforeseen expenditures, i.e., a supplemental budget allowance.
Demonstração de Contas	Demonstration of accounts is an analysis of a financial situation as of a given date.
Disponibilidade	In case a position is abolished and no other equivalent position is available in the public service, an employee is placed in availability (disponibilidade), which is a form of leave with pay granted to employees of permanent status. Employee continues on payroll with all his rights and privileges, including time accrued for retirement purposes until another position of similar nature, grade and salary is vacant. Then, his reassignment is compulsory.
Distribuição	Distribution relates to placement of employees in units of an agency and re-distribution (redistribuição) relates to the changes which become necessary.
Dotações globais	Global appropriations have some characteristics of a lump-sum appropriation in U.S. government budgetary nomenclature. They are committed to special programs with no specification of items.
Exercício financeiro	Fiscal Year, which in Brazil corresponds to the calendar year.
Expediente	Initiation and carrying through of actions pending on administrative and professional activities of a public agency.
Exposição de Motivos	Justification of Action. One of the official forms used in correspondence between Ministers and the Chief of Executive. Preliminary justifications for a proposed action, law or decree which are presented to the Chief of the Executive or to the Legislative Branch.

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Extranumerário Mensalista	Supernumeraries (extranumerários) are employees exceeding the regular manning tables (quadros). Their admission is made on a temporary basis for jobs of an auxiliary nature, through tests (prova de habilitação). The positions of supernumeraries are called functions (funções). Supernumeraries can be paid on a monthly, piece work or contract basis.
Fixação	Determination of numbers of employees necessary to the regular functioning of an agency.
Função Gratificada	Supervisory or chief position entitled to an allowance, which is additional to a base salary.
Licença Prêmio	Special six-month leave with pay conferred to those employees who during ten consecutive years do not take leave other than annual leave.
Lotação	Tables of position distribution which provide identification of positions within agencies by numbers (lotação numérica) and names (lotação nominal) of employees. These tables are prepared by agencies and approved by Decree. Relotação are changes made in these tables. When changes involve increase or decrease of numbers of positions depend on approval by Presidential decree. When changes relate to removal (remoção) of employees within the agency (from one unit to another), this is made by authorization of chief of agency.
Nomeação	Appointment for public positions (cargos públicos). It also relates to appointment of a candidate who has qualified in an examination. Nomeação can only be made by the President of the Republic.
Ofício	Official correspondence between public agencies.
Orçamento	Document similar to such American accounting concept as the budget document.

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Organizações Paraestatais	Autarchies, entities or corporations of an independent character, in whose organization and administration the State interfers because of social, economic or any other interest that they represent.
Órgãos Arrecadadores	Any agency collecting taxes and fees, such as: Income Tax Departments and its agencies (coletorias federais), agencies of Post Office, etc.
Parecêres	Opinion, advice or elucidation given by an expert regarding matters submitted to his consideration.
Processo Administrativo	Relates specifically to the initiation and carrying through of legal proceedings involving public employees and agencies.
Propostas Parciais	Budgetary proposals presented by ministries and agencies which constitute parts of the General Budget of the Union.
Prova de Habilitação	Competitive tests to select best candidates for functions of supernumeraries.
Quadro	Grouping of career positions, isolated positions and gratified functions pertaining to an agency. It is organized by agencies and approved by the Congress.
Readaptação	Reassignment of employee from one position to another more compatible with his individual capability. This depends on medical examination and does not involve increase or decrease in salary. Readaptation can be conceded by request or by superior order.
Regime Disciplinar	Relates to policies and rules governing the discipline of public service employees.

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Séries Funcionais	Correspond to the careers for supernumeraries. The classes for supernumeraries are called reference (referência) and are identified by numbers.
Tabela Numérica	Manning table (grouping of functions) for supernumeraries. The numerical tables are prepared by agencies and approved by the President of the Republic.

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