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Office of the President

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MEMORANDUM NO. 235
Series of 2010

T O: All Concerned

R E: Working Committees for the Orientation Seminar of New Faculty Members

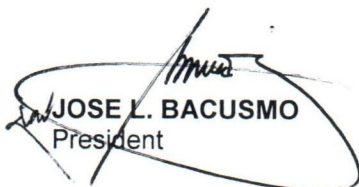
Job induction program is one important activity which the Civil Service Commissions requires of agencies to ensure that new hires are aware of their duties, functions and obligations as well as their rights and privileges. As part of our activities to celebrate the 110th CSC Anniversary, a half day orientation seminar for our new faculty members will be conducted on **September 24, 2010** at the **OVPAF Conference Room**.

To ensure the success of these activities, the following committees are created:

- 1. Over-all Coordinator**
 - Dr. Roberto C. Guarte - Chairperson
 - Dr. Lourdes B. Cano - Vice-chairperson
 - Ms. Teresita L. Quiñanola - Member
- 2. Secretariat/Proceedings Preparation**
 - Ms. Epifania Tuditud - Chairperson
 - Ms. Clarita Sarzona - Member
- 3. Facilitation/Registration/Confirmation**
 - Ms. Ma. Cristina U. Ramirez - Chairperson
 - Ms. Ma. Fe Limsiaco - Member
- 4. Venue Preparation and Restoration**
 - Mr. Simeon Sedrome - Chairperson
 - Mr. Felix Abanera - Member
 - Mr. Jovenal Belarmino - Member
- 5. Sounds & Other Facilities**
 - Mr. Legario Ramos - Chairperson
 - Mr. Clemence Borela - Member
- 6. Snacks**
 - Ms. Rebecca Napiere - Chairperson
 - All Guesthouse Personnel - Members
- 7. Program & Certificates**
 - Ms. Connel Antipaso - Chairperson
 - Ms. Antonieta Israel - Member

Dr. Guarte is requested to meet with committee chairpersons for proper planning and coordination.

Please be guided accordingly.


JOSE L. BACUSMO
President