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Office of the President

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MEMORANDUM NO. 192

Series of 2013

T O: All Concerned

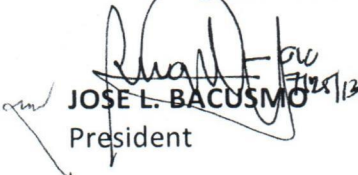
**R E: Working Committees for the Induction, Oath Taking and Orientation
for Newly Hired/Promoted Administrative Staff**

The following committees are hereby created to make the activity a success:

- 1. Over-all Coordinator**
Dr. Roberto C. Guarte - Chairperson
Dr. Lourdes B. Cano - Member
- 2. Secretariat/Proceedings Preparation**
Ms. Miriam dela Torre - Chairperson
Ms. Ma. Fe Limsiaco - Member
- 3. Facilitation/Registration/Confirmation**
Ms. Jeanette B. Israel - Chairperson
Ms. Ma. Fe Limsiaco - Member
- 4. Venue Preparation Including Sounds & Other Facilities**
Mr. Simeon Sedrome - Chairperson
Mr. Felix Abanera - Member
- 5. Snacks**
Ms. Honey Sofia Colis - Chairperson
All Guesthouse Personnel - Members
- 6. Program & Certificates**
Ms. Connel Antipaso - Chairperson
Ms. Ma. Fe Limsiaco - Member

Dr. Guarte is requested to meet with the Chairpersons of the different committees for proper planning and coordination.

Please be guided accordingly.


JOSE L. BACUSMO
President