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Office of the President

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MEMORANDUM NO. 80
Series of 2009

T O: All Concerned

R E: Working Committees During the Seminar Workshop in Preparation of Citizen's Charter of University Frontline Services

In order to ensure the attainment of the expected output of the seminar workshop on **April 27 – 28, 2009** to be able to submit to the Civil Service Commission the bound copies of the citizens' charter of all university frontline services with heavy client traffic, the following working committees shall be created as follows:

Over-all Coordination

Dr. Roberto C. Guarte	- Chairman
Dr. Lourdes B. Cano	- Member
Ms. Teresita L. Quiñanola	- Member

Facilitation

Ms. Ma. Cristina U. Ramirez	- Chairman
Ms. Felicisima P. Israel	- Member

Secretariat/Registration

Ms. Teresita L. Quiñanola	- Chairman
Ms. Ma. Fe L. Limsiaco	- Member

Food/Snacks

Ms. Rebecca B. Napiere	- Chairman
All Guesthouse Personnel	- Member

Program & Certificates

Ms. Vivian V. Balbarino	- Chairman
Ms. Antonieta D. Israel	- Member

Documentation/Proceedings preparation

Ms. Bernardita P. Bibera	- Chairman
Mr. Onofre M. Betonio, Jr.	- Member
Mr. Ronillo V. Cano	- Member

Venue Preparation/Restoration

Mr. Simeon P. Sedrome	- Chairman
Mr. Alex P. Bagarinao	- Member
Mr. Felix C. Abanera	- Member

Venue facilities/paraphernalia/transportation

Mr. Virgilio P. Flandez	- Chairman
Mr. Mizael B. Cerna	- Member
Mr. Jovenal B. Belarmino	- Member

Dr. Roberto C. Guarte, the Vice President for Administration and Finance is hereby directed to convene with the chairmen of the above committees.

Please be guided accordingly.

Jose L. Bacusmo
JOSE L. BACUSMO
President
4/21/09