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Office of the President

4 September 2013

MEMORANDUM NO. 216

Series of 2013

T O: All Concerned

**R E: Working Committees for the Orientation Workshop Among
Messengers and Utility Workers**

The following working committees are created to ensure the successful conduct of the Orientation Workshop among Messengers and Utility Workers on work values and of their responsibility and accountability as public employees on September 16, 2013:

1. Over-all Coordination:

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

2. Program and Certificates:

Ms. Connel D. Antipaso	- Chairperson
Ms. Ma. Fe L. Gayanilo	- Member

3. Venue, Sounds and Multimedia:

Mr. Simeon P. Sedrome	- Chairperson
Mr. Alex Bagarinao	- Member
Mr. Felix Abanera	- Member

4. Documentation:

Mr. Jesus Freddy M. Baldos	- Chairperson
Ms. Sheila Marie Lemos	- Member

5. Secretariat/Facilitation:

Ms. Miriam dela Torre	- Chairperson
Ms. Ma. Fe L. Gayanilo	- Member

6. Snacks:


Ms. Honey Sofia V. Colis	- Chairperson
Guest House Personnel	- Members

7. Proceedings Preparation:

Ms. Ma. Epifania G. Tudit	- Chairperson
Ms. Ma. Fe L. Gayanilo	- Member

Dr. Guarte is requested to convene all Chairpersons of the above-listed committees as soon as possible.

Please be guided accordingly.


JOSE L. BACUSMO
President