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Office of the President

18 September 2012

MEMORANDUM NO. 252

Series of 2012

T O: All Concerned

R E: Working Committees for the Forum on Anti-Red Tape Law CSC Policies on Cash Advances

A forum on Anti-Red Tape Law & CSC Policy on Cash Advances will be conducted on September 24, 2012, 8:30 a.m. at the 1st Floor of the CCE Building. This is one of the activities by the university in celebration of the 112th Philippine Civil Service Anniversary this month. More importantly, this forum is intended to remind all concerned of the policies to assure good governance which is one of the 5 KRAs of President Aquino.

To ensure the success of this forum, the following working committees are hereby created:

1. Over-all Coordination:

Dr. Roberto C. Guarte	-	Chairperson
Dr. Lourdes B. Cano	-	Member

2. Invitation of resource speaker & participants:

Dr. Lourdes B. Cano	-	Chairperson
Ms. Asteria A. Sevilla	-	Member

3. Registration:

Ms. Jeanette B. Israel	-	Chairperson
Ms. Lourdes C. Managbanag	-	Member

4. Proceedings:

Ms. Asteria A. Sevilla	-	Chairperson
Ms. Maria Fe L. Limsiaco	-	Member

5. Program & plaque/token for resource speaker & participants:

Ms. Connel D. Antipaso	-	Chairman
Ms. Maria Fe L. Limsiaco	-	Member

6. Facilitation/Venue Preparation & Multimedia:

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

7. Snacks for participants and Meals for guests:


Ms. Vilma C. Olleras	-	Chairperson
Guest house personnel	-	Members

8. Finance:

Ms. Roberta C. Lemos	-	Chairperson
Ms. Anita G. Godoy	-	Member
Ms. Corazon U. Nuevo	-	Member

Dr. Guarte is requested to convene all chairpersons of the above-listed committees the soonest possible time.

Please be guided accordingly.


JOSE L. BACUSMO
President *ac 9/20/12*