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Office of the President

23 March 2012

MEMORANDUM NO. 133

Series of 2012

T O: All Concerned

R E: Working Committees for the Seminar on Fire Prevention and the Use of Fire Safety Equipment

The Supply Property Management Office (SPMO) and the Office of the Director for Administration & Human Resource Development (ODABRD) in coordination with the Bureau of Fire Protection, Baybay City Fire Station will conduct a 1-day Seminar on Fire Prevention and Use of Fire Safety Protection on March 30, 2012 at the CCE Building. To ensure the success of this training, the following committees are hereby created:

1. Over-All Coordination

Dr. Roberto C. Guarte	- Chairperson
Dr. Lourdes B. Cano	- Member
Engr. Alex P. Tulin	- Member

2. Secretariat

Ms. Marissa M. Cano	- Chairperson
Ms. Ma. Fe L. Limsiaco	- Member

3. Registration/Facilitation/Certificate & Program

Ms. Jeanette B. Israel	- Chairperson
Ms. Connel D. Antipaso	- Member
Ms. Ma. Fe L. Limsiaco	- Member

4. Venue Preparation/Restoration

Ms. Corazon U. Nuevo	- Chairperson
All Property Office Personnel	- Members

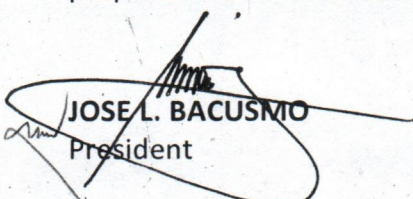
5. Food and Snacks

Ms. Rebecca B. Napiere	- Chairperson
All Guesthouse Personnel	- Members

6. Sounds and Other Facilities

Engr. Apolonio M. Encierto	- Chairperson
Mr. Clemence Borela	- Member

Dr. Roberto C. Guarte is requested to convene all Chairpersons to discuss plans and preparations for this seminar on March 27, 2012.


JOSE L. BACUSMO
President