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Office of the President

28 June 2013

MEMORANDUM NO. 182

Series of 2013

T O: All Concerned

R E: Working Committees for the Pre-Retirement Seminar

On July 5, 2013 starting at 8:00 am at the PhilRootcrops Training Hall, there will be a one-day Pre-Retirement Orientation Seminar. In order to ensure a successful conduct of this seminar, the following working committees are created:

1. Over-all Coordination

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

2. Secretariat/Proceedings Preparation

Ms. Ma. Epifania G. Tudtud	- Chairperson
Ms. Meriam De La Torre	- Member

3. Facilitation/Registration/Confirmation & Program

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

4. Venue Preparation Including Sounds & Other Facilities


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

5. Snacks

Ms. Honey Sofia Colis	- Chairperson
All Guesthouse Personnel	- Members

Dr. Roberto C. Guarte is requested to meet the committee chairpersons for proper planning and coordination.

Please be guided accordingly.


JOSE L. BACUSMO
President *4/28/13*