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Office of the President

10 September 2009

MEMORANDUM NO. 191

Series of 2009

T O: All Concerned

R E: Working Committees for the Seminar on Customer Service and Implementation of the Citizens' Charter

In order to ensure the success of the Seminar on Customer Service and Implementation of the Citizens' Charter on September 22, 2009 at the Ground Floor, Center for Continuing Education Building, the following working committees are hereby created:

A. Steering:

Chairperson: Dr. Roberto Guarte
Members: Dr. Lourdes Cano
Ms. Teresita Quiñanola

F. Transportation:

Chairperson: Mr. Jovenal Belarmino
Co-Chairperson: Mr. Remigio Sanico
Members: Ms. Regina Bibera
Ms. Merle Gravador

B. Secretariat/Facilitation:

Chairperson: Ms. Ma. Cristina Ramirez
Members: Ms. Felicisima Israel
Ms. Redempta Soria

G. Audio-Visual Equipment Preparation:

Chairperson: Engr. Raljie Managbanag
Member: Ms. Evelyn Bestil

C. Proceedings Preparation:

Chairperson: Ms. Bernardita Bibera
Co-Chairperson: Ms. Lourdes Managbanag
Members: Ms. Vivian Balbarino
Mr. Ronilo Cano

I. Certificate Preparation:

Chairperson: Ms. Connel Antipaso
Co-Chairperson: Ms. Antonieta Israel
Member: Mr. Onofre Betonio, Jr.

D. Venue Preparation and Restoration:

Chairperson: Mr. Abdon Malnegro
Members: Mr. Narciso Bathan
Mr. Anthony Astorga

J. Finance:

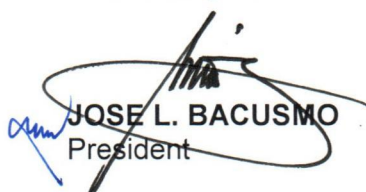
Chairperson: Dr. Roberto Guarte
Members: Ms. Norma Cala
Ms. Roberta Lemos
Ms. Erlinda Esguerra

E. Meals and Snacks:

Chairperson: Ms. Rebecca Napiere
Members: All Guesthouse Personnel

Dr. Roberto C. Guarte is requested to convene the Chairpersons of all the committees.

Please be guided accordingly.


JOSE L. BACUSMO
President