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Office of the President

4 October 2010

MEMORANDUM NO. 245

Series of 2010

T O: All Concerned

R E: Working Committees for the One-Day Pre-Retirement Orientation Seminar

The following committees are hereby created to facilitate the conduct of the One-day Pre-Retirement Orientation Seminar on **October 7, 2010** at the **Center for Continuing Education (CCE-1st Floor)** starting at **8:00 o'clock in the morning**.

1. Over-All Coordination

Dr. Roberto C. Guarte	- Chairperson
Dr. Lourdes B. Cano	- Vice-Chairperson
Ms. Ma. Cristina U. Ramirez	- Member

2. Secretariat/Proceedings Preparation

Ms. Ma. Epifania G. Tudtud	- Chairperson
Ms. Felicisima Israel	- Member

3. Facilitation/Registration/Confirmation

Ms. Ma. Cristina U. Ramirez	- Chairperson
Ms. Ma. Fe Limsiaco	- Member

4. Venue Preparation Including Sounds and Other Facilities

Mr. Simeon Sedrome	- Member
Mr. Narciso Bathan	- Member
Mr. Felix Abanera	- Member
Mr. Alex Bagarinao	- Member

Mr. Clemence Borela	- Member
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5. Snacks

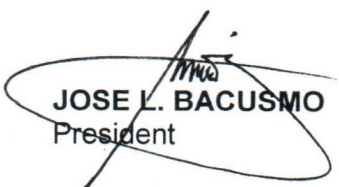
Ms. Rebecca Napiere	- Chairperson
All Guesthouse Personnel	- Members

6. Program and Certificates

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

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

Please be guided accordingly.


JOSE L. BACUSMO
President