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Office of the President

4 September 2012

MEMORANDUM NO. 241
Series of 2012

T O: All Concerned

R E: Working Committees for the Personality Development Seminar

In order to ensure the success of the Personality Development Seminar to be conducted on September 20, 2012, the following working committees are hereby created:

1. Steering/Over-all Coordination:

Chairperson: Dr. Roberto C. Guarte
Co-Chairperson: Dr. Lourdes B. Cano

2. Secretariat/Facilitation:

Chairperson: Ms. Jeanete B. Israel
Members: Ms. Ma. Fe L. Limsiaco
Ms. Alicia M. Flores

3. Proceedings Preparation:

Chairperson: Ms. Asteria A. Sevilla
Member: Ms. Ma. Fe L. Limsiaco

4. Venue Preparation and Restoration:

Chairperson: Mr. Simeon P. Sedrome
Members: Mr. Felix C. Abanera
Mr. Alex P. Bagarinao

5. Foods/Snacks:

Chairperson: Ms. Vilma C. Olleras
Members: Ms. Isabelita V. Sedrome
All Guest House Personnel

6. Program/Certificates:

Chairperson: Dr. Lourdes B. Cano
Member: Ms. Connel D. Antipaso

7. Sounds:

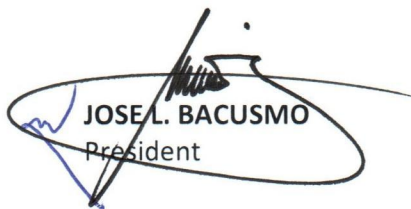
Chairperson: Engr. Apolonio M. Encierto
Member: Mr. Claudio Ababat

8. Finance:

Chairperson: Dr. Roberto C. Guarte
Member: Ms. Roberta C. Lemos

Dr. Lourdes B. Cano, Director for Administration is hereby requested to meet the Chairpersons of the different committees to discuss the preparations for this activity.

Please be guided accordingly.


JOSE L. BACUSMO
President