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Office of the President

13 June 2012

MEMORANDUM NO. 174

Series of 2012

T O: All Concerned

**R E: Working Committees for the One-Day Orientation Seminar for
New Faculty Members**

The Office of the Director for Administration & Human Resource Development (ODAHRD) in coordination with the Office of the Vice President for Instruction will conduct a one-day Orientation Seminar for New Faculty Members on June 29, 2012 at the CCE Building.

To ensure the success of this activity the following committees are hereby created:

1. Over-all Coordinator

Dr. Oscar B. Posas	-	Chairperson
Dr. Lourdes B. Cano	-	Member
Ms. Teresita L. Quiñanola	-	Member

2. Secretariat

Ms. Epifania G. Tudit	-	Chairperson
Ms. Ma. Fe L. Limsiaco	-	Member
Ms. Lorna B. Abamo	-	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. Lorna B. Abamo	-	Chairperson
Mr. Peter Belarmino	-	Member
Mr. Felix C. Abanera	-	Member

5. Snacks Preparation

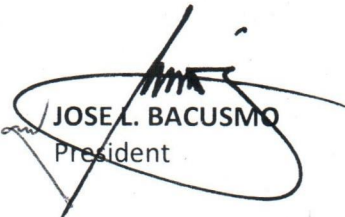
Ms. Rebecca B. Napiere	-	Chairperson
All Guesthouse Personnel	-	Members

6. Sounds & Other Facilities

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

Dr. Oscar B. Posas, Vice President for Instruction is requested to convene the Chairpersons of the above-mentioned committees to ensure the success of this activity.

Please be guided accordingly.


JOSE L. BACUSMO
President