MEMORANDUM CIRCULAR NO. 34
(Series of 1983)

TO: All Department Heads and Division Chiefs Concerned

There will be an orientation for Liaison Officers for the POEA Regional Extension Units on Monday, August 29, 1983 from 8:00 A.M. to 5:00 P.M., at the Conference Room, REDO II Bldg., Taft Avenue, Manila.

The orientation will cover, among others, the duties, functions and responsibilities of Liaison Officers and a discussion of the functions of the three major offices, namely: the Market Development and Placement Office, the Licensing and Regulation Office and the Workers Assistance and Adjudication Office.

You are therefore enjoined to attend the orientation and share with the participants your views as well as the problems you encounter in the performance of your department's role in the attainment of the Administration's goals and objectives.

PATRICIA A. STO. TOMAS
Administrator

ORIENTATION FOR POEA LIAISON OFFICERS

Date: Monday, August 29, 1983
Time: 8:00 A.M. to 5:00 P.M.
Place: Conference Room, REDO Bldg. II
Taft Avenue, Manila

Schedule of Activities

8:00 - 8:30 A.M. - Short Talk - DA Siddayao
8:30 - 10:00 A.M. - Rationale of the Orientation, Duties and Responsibilities of Liaison Officers - Mr. Carlos Salonga
10:00 - 10:30 A.M. - Coffee Break
10:30 - 11:00 A.M. - The MDPO: Its Functions - Director Manuel Imson
11:00 - 12:00 Noon - Open Forum
12:00 - 1:00 P.M. - Lunch Break
1:00 - 1:30 P.M. - Duties and Responsibilities of Liaison Officers - Mr. Carlos Salonga (Continuation)
1:30 - 2:00 P.M. - The Licensing and Regulation Office: Its Functions - Director Luzviminda Padilla
2:00 - 3:00 P.M. - Open Forum
3:00 - 3:30 P.M. - Coffee Break
3:30 - 4:00 P.M. - The WAAO: Its Functions - Director Elmor Juridico
4:00 - 4:45 P.M. - Open Forum
4:45 - 5:00 P.M. - Remarks - Administrator Patricia A. Sto. Tomas