MEMORANDUM

TO : ALL CONCERNED UNITS

SUBJECT : POEA’s Participation in the Unity Caravan and Serbisyo Muna

DATE : February 9, 2007

In line with the Secretary’s directive of the DOLE’s participation in the Unity Caravan & Serbisyo Muna Projects, a flagship program of the Arroyo administration, the following are hereby instructed to support and actively participate in the activities scheduled for the year:

COUNSELLING AND LEGAL ASSISTANCE TEAM

1. Director Melchor B. Dizon
2. Atty. Jovencio Abara

JOBS FAIR TEAM

1. Director Nini Lanto
2. Ms. Joycelyn T. Sanchez

INFORMATION DISSEMINATION TEAM

1. Director Felixberta N. Romero
2. Mr. Augusto B. San Diego

ADMINISTRATIVE SUPPORT SERVICES TEAM

1. Mr. Reynaldo Cabrera
2. Ms. Ramona Quijano
3. Mr. Nacel Gabito

The Regional Centers, extension units and satellite offices shall likewise ensure POEA participation in the regions. They shall submit reports regularly on the activities they participated in.

The POEA Serbisyo Team shall be under the supervision of Deputy Administrator Carmelita S. Dimzon, Management Services and Director Noriel P. Devanadera, Licensing and Regulation Office. Atty. Rosemarie Gondranios-Duquez shall be the Program Coordinator.

For strict compliance.

ROSALINDA DIMAPILIS-BALDOZ
Administrator