MEMORANDUM

TO : ALL CONCERNED

SUBJECT : INVENTORY OF POEA PROPERTIES

DATE : 27 January 2011

May we refer you to the attached schedule of physical inventory of POEA properties to be jointly undertaken by POEA and COA representatives.

For your guidance, all POEA properties officially issued to employees like laptop, desktop, cellphone units, furniture, etc. are covered by this inventory work.

Your full cooperation during the said inventory is hereby enjoined.

NORIEL P. DEVANADERA
Deputy Administrator
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<tr>
<th>DATE</th>
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<th>REPRESENTATIVES</th>
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| January 31, 2011   | 8:00 to 5:00 | ROCO  
FINANCE, ACCOUNTING & BUDGET  
GSPD / BMU  
CASH  
ADMIN BRANCH / HRDD  
IED / LIBRARY  
PPD  
OFFICE OF DA DEVANADERA  
COA | Leopoldo Villalobos  
Romeo Padigdig  
Levie Reasonable  
Auditor Evelyn V. Menciano |
| February 1, 2011   |          | 5TH FLOOR  
ROCO  
FINANCE, ACCOUNTING & BUDGET  
GSPD / BMU  
CASH  
ADMIN BRANCH / HRDD  
IED / LIBRARY  
PPD  
OFFICE OF DA DEVANADERA  
COA |  |
| February 2, 2011   | 8:00 to 5:00 | OFFICE OF DA BANAWIS  
OFFICE OF DIR. DIZON  
ERB / ESRB  
AIRB  
LEGAL ASSISTANCE DIVISION  
OPERATIONS & SURVILLANCE DIV.  
PROSECUTION DIV.  
LICENSING BRANCH  
LICENSING & EVALUATION DIV.  
INSPECTION DIV.  
CLINIC  
PST HALL / MPR | Romeo Padigdig  
Rodrigo Babiera  
Kris Ramirez  
Ofelia Untayao |
| February 3, 2011   |          | 4TH FLOOR  
OFFICE OF DA BANAWIS  
OFFICE OF DIR. DIZON  
ERB / ESRB  
AIRB  
LEGAL ASSISTANCE DIVISION  
OPERATIONS & SURVILLANCE DIV.  
PROSECUTION DIV.  
LICENSING BRANCH  
LICENSING & EVALUATION DIV.  
INSPECTION DIV.  
CLINIC  
PST HALL / MPR |  |
| February 4, 2011   | 8:00 to 5:00 | 3RD FLOOR  
OFFICE OF THE ADMINISTRATOR  
OFFICE OF THE LEGAL COUNSEL  
ICT BRANCH  
OFFICE OF DIR. PADAEN  
ADJUDICATION BRANCH  
RECRUITMENT & REGULATION BRANCH  
DOCKET & ENFORCEMENT BRANCH  
REPATRIATION UNIT | Leopoldo Villalobos  
Edison Urpiiano  
Crisanto De Guzman  
Auditor Evelyn V. Menciano |
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<th>GROUND FLOOR</th>
<th>LAC - AIRPORT</th>
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<tr>
<td>February 8, 2011 and February 9, 2011</td>
<td>8:00 to 5:00</td>
<td>OFFICE OF DA CATALOG LANDBASED CENTER to CONCILIATION UNIT PDOS ROOM</td>
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<td>February 17, 2011 and February 18, 2011</td>
<td>8:00 to 5:00</td>
<td>OFFICE OF THE CHAIRMAN OFFICE OF DIR. DE GUZMAN to OFFICE OF DIR. LANTO MARKETING BRANCH SRC SEABASED CENTER</td>
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<td>BALIK-MANGAGAWA PROCESSING GOVERNMENT PLACEMENT BRANCH to EMPLOYMENT BRANCH LOBBY BASEMENT</td>
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