MEMO TO: DIRECTORS, DEPARTMENT HEADS AND DIVISION CHIEFS

SUBJECT: DATABASE PLANNING AND SYSTEMS REVIEW WORKSHOP

In line with POEA's continuing effort to improve its systems and procedures, a Database Planning and Systems Review Workshop shall be conducted on 18 February 1985 from 2:00 - 6:00 pm at Development Academy of the Philippines, Audio Visual Room, 6th Floor, Upper Level, Pasiq, Metro Manila.

The workshop aims to give an overview of POEA's existing data files and forms with the end in view of reviewing and improving such files and forms that would tailor-fit to your respective office's requirements.

For this purpose, you are required to attend the Workshop and identify your particular offices' data requirements for possible computerization.

Attached is the Program of Activities for your guidance.

12 February 1985
<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
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| 2:00 - 2:30 | Introductory Remarks  
( Objectives of Workshop)  
DA Mangahas |
| 2:30 - 4:30 | Presentation of POEA's Existing data files  
(DAP consultant)  
- What is a database  
- How to build a database  
- Management implications  
  of a Database  
- Overall view of the  
  POEA Database  
  (current versions)  
- Implementation of the  
  POEA Database on the  
  FACOM V850N  
Ed Gamboa |
| 4:30 - 5:00 | **BREAK**                                                                 |
| 5:00 - 6:00 | Open Forum  
- Discussion of  
  possible revisions  
- Recommendations  
DA Mangahas  
& Ed Gamboa |
DATABASE PLANNING AND REVIEW SYSTEMS WORKSHOP
PARTICIPANTS
February 13, 1985

1. Administrator Patricia A. Sto. Tomas
2. Deputy Administrator Ma. Alcestis A. Manahbas
3. Deputy Administrator Crescencio M. Siddaau
4. Director Manuel G. Imson
5. Director Luzviminda G. Padilla
6. Director Elmor D. Juridico

ADMINISTRATIVE DEPARTMENT

☑ Barbara Lamzon - Personnel and Records Div.
☑ Elisa Marcelo - Cash Div.
10. Emma Fuentes - Administrative Dept.
11. Rose Tianzon - Planning, Research and Information Dept.
12. Rowena Osanco - Planning and Research Div.
13. Violeta Veloso - Publication and Information Div.
15. Candido Vistco - Accounting Div.
17. Jose Cañete - Resident Auditor

MARKET DEVELOPMENT AND PLACEMENT OFFICE

24. Dolores Cristi Ramos - Balik-Manoagawa Assistance Center
27. Ramon Tionloc - Seafarers Accreditation Div.
LICENSING AND REGULATION OFFICE

29. Josefina Pilar - Recruitment Regulation Dept.  [redacted]
30. Vivencia Catalino - Complaints and Prosecution Div.  [redacted]
31. Roni Padilla - Regulation Div.  [redacted]
32. Estelita Espiritu - Licensing and Evaluation Dept.  Yeron 2/14/85
33. Hemoneges Mateo - Licensing Div.  04-22-85
34. Felixberto Romero - Evaluation Div.  02-14-85
35. Cecilia Curso - Inspection and Standards Dev. Dept.  02-14-85
36. Salome Mendoza - Standards Div.  02-14-85
37. Juliet Resos - Inspection Div.  02-14-85

WORKERS' ASSISTANCE AND ADJUDICATION OFFICE

38. Angeles Wong - Adjudication Group  02-14-85
39. Lorna Palaar - Welfare Services and Training Dept.  [redacted]
40. Yolanda Bartolome - Workers Assistance and Project Div.  [redacted]
41. Clifford Paras - Skills Dev. and Certification Div.  [redacted]
42. Marietta Rabies - Pre-Departure Orientation Division  [redacted]
43. Carlos Salonga - Manpower Registry Department  [redacted]
44. Livianam Sinondac - Landbased Workers Registry Div.  [redacted]
45. Renato Palomo - Seafarers Registry Div.  03-19-85
46. Armando Roa - Labor Assistance Center  03-19-85

SECRETARIAT

47. Babes Kabingting - EDP  2/7/85
48. Neri Jimena - EDP  [redacted]
49. Lolit Lumagui - EDP  [redacted]
50. Jauli Saoun - EDP  [redacted]
51. Bing Ras - Planning  [redacted]
52. Nida Roldan - Planning  [redacted]