MEMORANDUM

FOR : ALL POEA OFFICIALS AND EMPLOYEES

SUBJECT : PRESIDENTIAL ENGAGEMENTS

DATE : 07 September 2010

Please be informed that in order to assist the Appointment Office in the facilitation of the invitations for the President to attend activities organized by our Office or initiated by the private sector, coursed through POEA, the following timelines are requested to be observed:

1. For events and conferences - at least one (1) month before the date of the activity.

2. For requests for meetings - at least two (2) weeks before the date of the activity.

All requests and invitations should contain all the necessary information pertaining to the activity. However, the timeline does not apply to engagements that need immediate attention.

Please be guided accordingly.

[Signature]

PRECIOSA R. SIENES
Officer-In-Charge
Administrative Branch