MEMORANDUM:

TO : ALL POEA OFFICIALS AND EMPLOYEES

RE : POEA Children's Christmas Party

DATE : 13 December 2002

Our traditional children's Christmas Party for the children of POEA officials and employees from ages 1 to 10 years old, is scheduled on December 18, 2002, 2:00 p.m. While the special affair is open to all POEA employees' children, provision of food shall be limited to two (2) children per official/employees.

To determine the exact number of children who will attend the said activity, parents are requested to accomplish the registration form below to be returned to the HRD Division on or before December 17, 2002. To give us ample time to make necessary arrangements for food and other amenities, registration of children's names beyond this period shall no longer be entertained.

The Central Records Division is instructed to circulate this notice to all concerned officials and employees for information dissemination.

_/s/
VICTORIA C. BERCILES
Deputy Administrator for
Management Services

POEA CHILDREN'S CHRISTMAS PARTY
REGISTRATION FORM

Name of child/children (ages 1-10 years old)

1. __________________________
2. __________________________

Signature Over printed name of Official/Employee

Branch/Division