FOR
1. ALL DIRECTORS
   BRANCH MANAGERS
   DIVISION CHIEFS

SUBJECT
1. Project/Budget Hearing For CY 1989

Please be informed that the Project/Budget Hearing for CY 1989 of all POEA units shall be held on 02 February 1989, Thursday at the Audition Room, Second Floor, POEA Building.

The budget hearing shall be conducted on a per office basis and presentation of the proposed budget shall be made by the respective directorate officers. Nevertheless, attendance is required of all branch and division chiefs.

The budget hearing shall be a whole day activity. Snacks and lunch shall be served.

25 January 1989

TOMAS D. ACHACOSO
Administrator
PROGRAM OF ACTIVITIES

08:30 - 09:00  Opening Remarks  Manuel G. Imson  
               Deputy Administrator  

09:00 - 09:30  Overview of Programs  Chona R. Sienes  
               Chief, Planning Branch  

09:30 - 10:00  Overview of Budget  Gerundio Juan  
               Chief, Finance Branch  

10:00 - 10:30  Snacks  Atty. Luzviminda E. Pamila  
               Officer-in-Charge (LRO)  

10:30 - 11:00  Presentation of Licensing and Regulation Office (LRO)  Atty. Angeles T. Wong  
               Director, AO  

11:00 - 11:30  OPEN FORUM  

11:30 - 12:00  Presentation of Adjudication Office (AO)  Atty. Angeles T. Wong  
               Director, AO  

12:00 - 01:00  Lunch  

01:00 - 01:30  Presentation of Pre-Employment Services (PES)  Regina B. Dacanay  
               Director, PES  

01:30 - 02:00  OPEN FORUM  

02:00 - 02:30  Presentation of Welfare Employment Office (WED)  Atty. Jaime P. Gimenez  
               Director, WED  

02:30 - 03:00  Snacks  

03:30 - 04:00  Presentation of General Administration and Support Services (GASS)  Chona R. Sienes  
               Chief, Planning Branch  

04:00 - 04:30  OPEN FORUM  

04:30 -  Closing Remarks  Tomas D. Achacoso  
                     Administrator