MEMORANDUM

FOR: All Department/Division/Section Chiefs

SUBJECT: Inter-Office Messengerial Service

In response to the popular request for inter-office messengerial service, the following St. Joseph General Maintenance Service (SJGMS) staff are authorized to go around and assist in carrying out the inter-office and routing work/messengerial service needs of the Administration:

A. Directorate

1. Office of the Administrator
2. Deputy Administrator for Administration
3. Deputy Administrator for Operations
4. Director's Office, LRO
5. Director's Office, MDPO
6. Director's Office, WAAO

- Uldarico Roa
- Lauro Verso
- Rudy Balajadia
- - do -
- Ofelia Briones
- Enriqueta Mendoza

B. Market Development and Placement Office (MDPO)

2. Contract Processing Dept.
3. Balik-Manggagawa Center
4. Accreditation Dept.
5. Market Development Dept.

- Ofelia Briones
- Julieta Osorno
- Faustino Nazareth
- Joel Añover
- Edmund Palceso & George Galang

C. Licensing and Regulation Office (LRO)

1. Recruitment & Regulation Dept.
2. Licensing and Evaluation Dept.
3. Inspection and Standards Dev. Dept.

- Charlito Daragay
- Enriqueta Mendoza
- Lita Tolentino

D. Workers Assistance and Adjudication Office (WAAO)

1. Adjudication Group
2. Welfare Service & Training Dept.
3. Manpower Registry Dept.

- Enriqueta Mendoza
- Joel Añover & Lauro Verso
- Daniel Foronda, Jr. & Virgie Caperal

E. GASS (Gen. Administrative and Support Services)

1. Administrative Dept.
2. Financial Management Dept.
4. Commission on Audit

- Naty Occiano
- Dolor Enriquez
- Rafael Naval
- Lauro Verso
Routing work shall be carried out between 11:00 to 11:30 A.M. and 4:00 to 4:30 P.M. During the specified time our janitors are to set aside/forego for a while work in their respective assigned areas and to resume this upon completing the messengerial service.

The different operating units are requested to exercise utmost discretion in seeing to it that our janitorial staff be made to carry out only office-related duties.

This takes effect June 15, 1987.

MANUEL G. IMSON
Deputy Administrator for Administration

June 5, 1987