Memorandum

To: POEA Employees

Re: Account Officers

Date: 04 September 1991

As part of POEA's assistance to Mt. Pinatubo victims, we are conducting regional recruitment in Region III in conjunction with the Special Employment Assistance Program with DOLE. In this regard, we are assigning Account Officers for each of the recruitment agencies participating in said program. The proposed Account Officers will perform the following duties:

1. Liaisoning work with participating recruitment agencies in determining hiring requirements;

2. On site assistance during recruitment by agencies whenever necessary in places like Iba, Zambales, Olongapo City, Angeles and Tarlac;

3. Monitoring of documentation of selected applicants for overseas employment;

4. Preparing reports relative to the progress and completion of recruitment activities.

In this connection, interested employees who would like to act as Volunteer Account Officers are requested to submit their names to Human Resources Development Division, indicating therein their site preference on or before 10 September 1991.

Per diems and other authorized allowances shall be made available.

J. M. Sarmiento
Administrator
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[Signature]

JOSE N. SARMIENTO
Administrator
MEMORANDUM

TO: ALL POEA EMPLOYEES

DATE: 27 May 1991

One of our fellow employees, Ms. REGLILDA A. BACOLON, Planning Officer III, at the Policies & Program Division, died last Saturday, 25 May 1991.

Her resting lies in state at the Loyola Memorial Chapel in Quezon City. Interment will be on Tuesday, June 2, 1991 at 11:00 am. A special memorial service will be sponsored by POEA on Thursday, 27 May 1991 at 7:00 pm to be held in Loyola Memorial Chapel.

Everybody is enjoined to attend the memorial service.

[Signature]

MANUEL C. IMLON
Deputy Administrator
and
Officer-in-Charge