November 12, 1985

MEMORANDUM TO: ALL CONCERNED

In the interest of the service, there is hereby created a Coordinating Committee tasked to initiate, organize and implement preparations and activities for Christmas related projects of POEA.

The Coordinating Committee shall include the following coordinators with their specific assignments:

Physical Arrangements  Olive Cabading/ Prospero de la Torre
Finance                  Gerundio Juan/Elisa Marcelo
Food and Tickets         Yolanda Bartolome/Barbara Lamzon
Entertainment            Carlos Salonga/Reynaldo Cabrera
Games and Prizes         Ramon Tionloc/Nicanor Javier
Tiangge and Booths        Alfonso Garces/Emma Fuentes
Publicity and Decor       Violeta Vergara/Roland Octaviano
External Promotions      Rosemary Tianzon/Violeta Veloso

Deputy Administrator Alcestis Mangahas shall chair this committee.

FOR COMPLIANCE.

CRESCECIO M. SIDDAYAO
Acting Administrator