Special Order No. 33
Series of 1999

In the interest of the service, Mr. Benito B. Bermillo is hereby directed to attend a symposium to be conducted by Mariners’ Polytechnic Colleges Foundation to be held at MPCF, MBR Pavillion, Rawis, Legazpi City, on February 1, 1999. Mr. Bermillo is to speak on the Anti-Ilegal Recruitment campaign and Overseas Employment Program of the government.

As such, Mr. Bermillo is entitled to reimburse transportation expenses that he may incur, subject to the usual accounting and auditing procedures.

For compliance.

REYNALDO A. REGALADO
Administrator

01 February 1999
PROGRAM OF ACTIVITIES:

DAY 1: 04 February 1999 (Thursday)
10:00 – 12:00 Pre-Employment Services Office
2:00 – 4:00 Welfare and Employment Office

DAY 2: 05 February 1999 (Friday)
10:00 – 12:00 Licensing and Regulations Office
2:00 – 4:00 Adjudication Office
4:00 – 6:00 General Administrative and Support Services

PROGRAM GUIDELINES:

1. The Office Directors shall present their respective plans and programs for 1999 – 2004, including performance targets and budget proposals. The performance targets of each unit should both have quantitative and qualitative indicators for better assessment of their programs as well as reporting of accomplishments.

2. Thereafter, the review panel composed of the Administrator and Deputy Administrators shall critique and give suggestions, if any, to the proposed plans and programs. This will be followed by an open forum to give way to relevant questions on cross-cutting concerns.

3. Only the plans and programs with approved targets and budgets of the review panel shall be included in the 1999 POEA Work and Financial Plans and therefore be strictly implemented, monitored and assessed during the Mid-Year Performance Assessment (MYP). Any reformulated plans in the future shall also make reference to these approved plans and programs.

4. The performance targets of each unit shall form part of the performance contracts of their respective heads and officials. Unit heads shall also ensure that the PARS of their staff reflect their individual inputs to the targets of their units.