In the interest of the service, a **POEA MANPOWER AUDIT TEAM (POEAMAT)** is hereby created to compose of the following POEA Officials and employees:

**Chairman** : Deputy Administrator Danilo M. Coronacion

**Members** :
- Director Carmelita Dimzon
- Director Ricardo Casco
- Director Jesusa Cabreros
- Ms. Evangeline J. Quimpo
- Atty. Alberto Abalayan
- Ms. Stella Banawis
- Ms. Barbara Lamzon
- Ms. Aida Alfaro

**Technical Staff** :
- Ms. Rachel Rosete - Team Leader
- Mr. Paterno Juridico
- Ms. Marissa S.P. Santos
- Ms. Ramona Quijano
- Ms. Jocelyn Sanchez
- Mr. Mel Candano
- Ms. Raquel Calzado
- Mr. Roy Felicilda

The POEA-MAT is tasked to undertake the following activities:

1. Evaluate present manpower complement vis-a-vis work load of each unit including regional extension units;
2. Determine the appropriate and/or ideal number of personnel to be assigned per unit taking into consideration the following factors:

   2.1 Work/operational flow of each unit;
   2.2 Volume/nature of transactions;

3. Tackle other matters pertaining to manpower distribution; and
4. Present to the Administrator its findings and appropriate recommendations.

Furthermore, the POEA-MAT is directed to convene immediately and come up with its timetable.

All Directors, Branch Managers and Division Chiefs are hereby requested to extend their full support, assistance and cooperation to the POEA Manpower Audit Team.

For strict compliance.

FELICISIMO O. JOSON, JR.
Administrator

26 January 1998