SPECIAL ORDER NO. 175
Series of 2010

In the interest of the service, the following working committees are constituted to undertake preparations for the 15th year celebration of Migrant Workers Day on 07 June 2010:

Steering Committee

Overall Chairperson: Deputy Administrator Viveca C. Catalig
Co-Chairperson: Deputy Administrator Hans Leo J. Cacdac

Program and Invitation Chairperson: Director Melchor B. Dizon
Co-Chairpersons: Director Nimfa D. De Guzman, Dir. Helen S. Barayuga, Director Jone S. Fung, Atty. John Rio A. Bautista

Publicity and Speech Chairperson: Director Stella Z. Banawis
Co-Chair: Dir. Liberty T. Casco, OIC-Director Maybelle M. Gorospe

Reception Chairperson: Director Elmira S. Sto. Domingo
Co-Chair: Atty. Maribel M. Beltran

Venue/Physical Arrangements/Sound System/Security

Chairperson: Director Felixberta N. Romero
Co-Chair: Engr. Renato C. Limjuco

Food Chairperson: OIC-Director Laura S. Timonera
Co-Chair: Director Jocelyn T. Sanchez

Finance Chairperson: Director Candida B. Vistro
Co-Chair: Lolita L. Aragon, Marilyn M. Adalla

An organizational meeting shall be held shortly to discuss the various requirements of the event. The Heads of Committees are directed to meet their teams and submit their respective budget requirements to the undersigned on or before 24 May 2010.

For strict compliance.

JENNIFER JARDIN-MANALILI
Administrator

21 May 2010
The TIC shall be subjected to the following limitations:

1. Purchased items amounting below Php 5,000.00 can be inspected by either the TIC Chairman or any of its member;

2. Purchased items amounting to Php 5,000.00 and above shall be inspected by the TIC Chairman and its members;

3. All infrastructure projects shall be inspected by the TIC Chairman and its members.

This Special Order supersedes Special Order No. 124, Series of 2009.

Mandaluyong City, Philippines, 02 February 2010.

[Signature]

JENNIFER JARDIN-MANALILI
Administrator