Special Order No.: 181
Series of 2004

In the exigency and in view of the preparation for the Fourth Surveillance Audit of the POEA Quality Management System by the external auditor on May 18, 2004, the following are hereby directed to attend the Management Review Meeting on April 27, 2004 at 2:00 PM, Conference Room of the Administrator.

POEA Quality Steering Committee/Directorate Members:

1. Deputy Administrator Carmelita S. Dimzon – QMR
2. Deputy Administrator Ramon T. Tionloc
3. OIC-DA Viveca C. Catalig
4. Director Ricardo R. Casco – DQMR
5. Director Jaime P. Gimenez
6. OIC Stella Z. Banawis

Committee Heads and Members/Process Owners:

7. Director Carolina G. De Leon – Head, CSM Committee
8. Director Nini A. Lanto – Head, Training and Promotional Committee
9. Director Helen S. Barayuga – Head, Documentation Committee
10. Ms. Rosita D.J. Capistrano – Internal Quality Audit
11. Ms. Ramona S. Quijano – Documentation Committee
12. Ms. Precious R. Siene – Training and Promotional Committee
13. Mr. Carlos F. Cañaber – CSM Committee
14. Mr. Lorenzo C. Almendares III – CSM Committee
15. Mr. Samuel R. Valle – Bilis Dokumento Project Officer
16. Director Felixbarta R. Romero
17. Director Nimfa D. De Guzman
18. Director Candida B. Vistro
19. Labatt Helen D. Custodio
20. Ms. Maybelle M. Gorospe
21. Ms. Barbara D. Lamzon
22. Ms. Elmira C. Sto. Domingo
23. Ms. Generosa M. Pingol
24. Ms. Teresita T. Laurel
25. Mr. Francis B. Domingo
26. Ms. Jocelyn P. Rey
27. Ms. Lucia L. Villamayor
28. Mr. Nascel A. Gabito
30. Mr. Reynaldo E. Cabrera
31. Mr. Renato C. Limjuco
32. Mr. Adel N. Dela Cruz
33. Ms. Nerissa S. Jimena
34. Ms. Marilyn M. Adalia
35. Ms. Lolita L. Aragon
36. Alda D. Alfaro

For compliance.

CARMELITA S. DIMZON
Officer-in-Charge
MANAGEMENT REVIEW MEETING
April 27, 2004, 2:00 PM
Conference Room of the Administrator

AGENDA

1. Presentation of POEA Quality Objectives for 2004
2. Presentation of IQA results
3. Matters concerning Documentation
4. Other Matters