In the interest of the service, the POEA top and middle management shall hold its Mid-Year Performance Assessment (MYPAn) on 3 July 2002 at the POEA Auditorium from 9:00 AM to 6:00 PM. A per office MYPAn shall be conducted on 28 June 2002 at the conference rooms of the office directors.

The following are hereby directed to attend:

**Directorate:**

1. Victoria C. Berciles
2. Angeles T. Wong-Garcia
3. Jaime P. Gimenez
4. Ricardo R. Casco
5. Viveca C. Catalig
6. Carmelita S. Dimzon

**Director IIs/OICs:**

7. Albert Abalayan
8. Stella Banawis
9. Felicitas Bay
10. Corazon Borbolla
11. Liberty Casco
12. Nimfa De Guzman
13. Carolina De Leon
14. Alberto Dolosa
15. Nicanor Javier
16. Nini Lanto
17. Hermogenes Mateo
18. Ma. Salome Mendoza
19. Paterno Juridico
20. Felixberta Romero
21. Ramon Tionloc
22. Candida Vistro

**Branches:**

- Adjudication Branch
- Marketing Branch
- Anti-Illlegal Recruitment Branch
- Legal Research, Docket & Enforcement Branch
- Landbased-Non Agency Hires Group
- Planning Branch
- Administrative Branch
- Recruitment Regulation Branch
- Employment Branch
- Employment Regulation Branch
- Licensing Branch
- Landbased-Agency Hires Group
- Electronic Data Processing Branch
- Government Placement Branch
- Seabased Center
- Finance Branch
Division Chiefs/OICs:

23. Marilyn Adalia
24. Alda Alfaro
25. Jovencio Abara
26. Lolita Aragon
27. Francy Baldoza
28. Reynaldo Cabrera
29. Estrella Castro
30. Dolores Crisostomo
31. Susana De Guzman
32. Cleto Edralin
33. Nascel Gabito
34. Maybelle Gorospe
35. Nerissa Jimena
36. Teresa Kaimo
37. Renato Limjuco
38. Leonel Labrador
39. Barbara Lamzon
40. Teresita Laurel
41. Ma. Rita Marbella
42. Yolanda Paragua
43. Ramona Quijano
44. Armando Roa
45. Marietta Robles
46. Eleonor Samson
47. Jocelyn Sanchez
48. Augusto San Diego
49. Elmira Sto. Domingo
50. Laura Timonera
51. Lucia Villamayor

Accounting Division
Central Records Division
Prosecution Division
Budget Division
LBC-Agency Hires Group, Non-Middle East Division
Labor Assistance Center
Seafarers Processing Division
LBC-Agency Hires Group, Middle East Division
Legal Research Division
Operations & Surveillance Division
Information & Education Division
Workers Education Division
Data Bank Division
Docket & Enforcement Division
Cash Division
General Services & Property Division
Recruitment & Documentation Division
Manpower Development Division
Human Resources Development Division
Seabased Projects Accreditation Division
Systems Development & Operations Division
LBC-Non-Agency Hires Group, Balik-Manggagawa
Client Services Division
Market Research & Standards Division
Manpower Registry Division
Policies & Programs Division
Assistance & Welfare Division
Inspection Division
Licensing & Evaluation Division

Special Assistants to the Administrator:

52. Jone Fung
53. Rammex Tglao
54. Grace Tan

OE Legal Counsel
Ombudsman
Chief of Staff
Heads of Special Units/Others:

55. Felicidad Aboga
56. Rosita Capistrano
57. Adel Dela Cruz
58. Dennis Ibay
59. Leona Venus Nicolas
60. Generosa Pingol
61. Jocelyn Rey

POEA Information & Assistance Center
Internal Audit Unit
Building Management Unit
Regional & Overseas Coordinating Office
Household Workers Center
Name-Hire Unit
Special Hiring Program for Taiwan

Secretariat:

62. Dunhill Alcantara
63. Lorenzo Almendares
64. Ana Blas
65. Liezl Casabuena
66. Marjorie Alcott Protesta
67. Samuel Valle
68. Criselda Tenorio (Physical Arrangement)
69. Eric Mico (Physical Arrangement)

The Secretariat shall coordinate with the respective offices on the documentary requirements and final program of activities.

For compliance.

ROSAINDA-DIMAPILIS BALDOZ
Administrator
2002 MYPA FIESTA @ POEA
"Balikan ang e-plan"

Using the e-plan 2002 as the basis of over-all mid-year performance assessment, we shall see how far we have met our various commitments and targets, review the factors behind the "ladders and flat-liners" or the ups, downs and evens of such performance.

We shall conduct the MYPA 2002 in a fiesta atmosphere. There is enough reason to be happy and thankful of, as we look back at the POEA achievements, big and small.

Since we still have a half time of the year ahead to deliver and/or surpass our targets, we shall plan out our resources and review our priorities amidst developments in the OE program environment, including policy directions of the present dispensation. In short, we shall do our MYPA with a touch of merriment as an antidote to the boredom that traditional activities tend to have.

Project Schedule/Time/Venue

June 28  
- Per Office Meeting and Preparation
  (venue and time at the pleasure of the Office Management Team; catering by POEA Coop Canteen)
- ROCO Pre-MYPA Activities/Meeting

July 1-2
- Consolidation Break
  (venue and time at the pleasure of the Office Management Team)

July 3
- MYPA Proper and Plenary Session
  9:00 AM – 6:00 PM, POEA Auditorium

Preliminaries/Related Schedules

1. Project design adoption/approval of Top Management    - June 10
   General Assembly    - June 24
2. Special Order preparation/approval/dissemination
   by each Office with coordination by the Secretariat    - June 10-July 2
3. Secretariat work and coordination
4. Revisiting and updating of the e-plan @ poea.gov.ph    - July 1-2
   by each Office with coordination by the Secretariat    - July 11-12
5. DOLE-Employment Cluster MYPA    - July 18-19
6. DOLE-wide MYPA

No. of Participants

<table>
<thead>
<tr>
<th>Category</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate</td>
<td>7</td>
</tr>
<tr>
<td>Director IIs/OICs</td>
<td>16</td>
</tr>
<tr>
<td>Division Chiefs/OICs</td>
<td>29</td>
</tr>
<tr>
<td>Heads of Special Units</td>
<td>10 (including Special Assistants to the Admin.)</td>
</tr>
<tr>
<td>Regional Staff</td>
<td>7</td>
</tr>
<tr>
<td>Secretariat</td>
<td>8</td>
</tr>
<tr>
<td>Guests</td>
<td>4 (include PS-DOLE, OWWA, Auditor)</td>
</tr>
<tr>
<td>Total</td>
<td>81</td>
</tr>
</tbody>
</table>
Budget

Day 1 Catering @ 200/pax @ 80 pax = P16,000
Day 2 Catering @ 400/pax @ 85 pax = 34,000
Miscellaneous = 2,000

P52,000

Note: Compared to MYP A 2001 total project cost of P70,965, the proposed budget for MYP A 2002 is more modest. The savings intended are to be reserved for the proposed out of town Strategic Planning/Internal Restructuring Workshop.

MYP A Activity Flow

1. Registration
2. MYP A 2001 on Video
3. Invocation
4. National Anthem
5. Opening Song
6. Opening Remarks
7. Messages from Guests
8. Statement from the Administrator
9. Ladders & Flat-Liners of Accomplishments
   - Review of Accomplishments – c/o Annotator
   - Comments/Annotation of Offices on the ups/downs/enums of their performance compared to same period last year. Notes of experiences will be presented by Office Directors
   - Financial Picture
   - Game Plan
   - Tasking and Activity Scheduling
11. Closing Activities for teambuilding and merrymaking,

Note: Just like the approach during the Corporate Planning, the MYP A shall utilize a paper-less conference style with the help of Local Area Network (LAN). Unlike last Corplan, however, we need not set up computers for each office/group because of plenary presentation.