SPECIAL ORDER NO. 201
Series of 2011

In the interest of the service, the following working committees are constituted to undertake preparations for the 16th year celebration of Migrant Workers Day on 07 June 2011:

Steering Committee
  Overall Chairperson: Deputy Administrator Viveca C. Catalig
  Co-Chairperson: Deputy Administrator Stella Z. Banawis

Programs and Invitation Chairperson:
  Chairperson: Deputy Administrator Noriel P. Devanadera
  Co-Chairperson: Director Dolores H. Crisostomo
                  Director Lucia L. Villamayor
                  OIC-Director Yolanda E. Paragua

Publicity and Speech Chairperson:
  Director Nimfa D. De Guzman
  Atty. John Rio A. Bautista
  OIC-Director Ramona S. Quijano

Reception Chairperson:
  Chairperson: Director Felixberta N. Romero
  Co-Chair: Director Jocelyn T. Sanchez
  OIC-Director Maybelle M. Gorospe

Venue/Physical Arrangements/Sound System/Security
  Chairperson: OIC-Director Nini A. Lanto
  Co-Chair: Engr. Renato C. Limjuco

Food Chairperson:
  Chairperson: OIC-Director Preciosa R. Sienes
  Co-Chair: OIC-Director Laura S. Timonera

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

An organizational meeting shall be held immediately 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 17 May 2011.

For strict compliance.

CARLOS S. CAO, JR.
Administrator

12 May 2011