SPECIAL ORDER NO. 218
Series of 2006.

In the interest of the service and in view of the increasing volume of transactions at the POEA Satellite Office in Calamba City, Laguna, MS. DALISAY T. SIWA, LEO III, Planning Branch is hereby detailed to the above Satellite Office to perform the following functions:

1. Assist in the monitoring of daily transactions and operation of the unit;
2. Assist in the consolidation of the monthly reports including the SPRS;
3. Assist in the monitoring maintenance of records and filing of communications and other documents;
4. Supervise Jobs Fairs;
5. Handle the administrative requirements of the unit including but not limited to the preparation of bills to be paid and monitoring of supplies;
6. Perform other administrative concerns as may assigned by the undersigned.

As such Ms. Siwa is instructed to clear herself of all accountabilities in her present office and ensure proper turn-over of her responsibilities prior to assumption to her new office.

For compliance.

Mandaluyong City, 11 May 2006.

ROSLINDA DIMAPILIS BALDOZ
Administrator