SPECIAL ORDER NO. 251
Series of 2009

In the interest of the service and in view of the conduct of the POEA-wide Manpower Audit, a Technical Working Team (TWT) is hereby constituted to be composed of the following:

Chairperson : Deputy Administrator Viveca C. Catalig
Vice-Chairperson : OIC-Director Laura S. Timonera
Project Coordinator : Ms. Julie Ann J. Aguila

Members (Focal Persons Per Office):
- Office of the Administrator : Atty. Grace M. Venus
- Pre-Employment Services Office : Atty. Llewellyn D. Perez
- OIC-Director Dolores H. Crisostomo
- Ms. Yolanda E. Paragua
- Welfare and Employment Office : Director Jocelyn T. Sanchez
- Ms. Maybelle M. Gorospe
- Licensing and Regulation Office : Director Helen S. Barayuga
- Atty. John Rio A. Bautista
- Adjudication Office : OIC-Director Maribel M. Beltran
- Atty. Hernando B. Reyes
- General Admin. & Support Services : Ms. Eleanor S. Samson
- Ms. Ma. Remigia M. Alvarez
- Ms. Ramona S. Quijano
- Regional & Overseas Coordinating Office (ROCO) : Mr. Paterno D. Juridico, Jr.
- Ms. Nonnette L. Villanueva
- Ms. Evelia M. Durato
- Ms. Maria Carolina B. Agdamag

CONTROLLED AND DISSEMINATED
BY CRD ON JUL 1 0 2009
The above Committee shall perform the following duties and functions:

➢ **TWT Chairperson and Vice-Chairperson:**

- The Chairperson is tasked to oversee the efforts of the TWT. She must ensure that undertakings are effectively deployed and actualized by designated individuals and functional units/teams.
- The Vice-Chairperson shall assist the Chairperson and perform the latter's functions during her absence.

➢ **Project Coordinator:**

- The Project Coordinator is the custodian of all process documentation and other related documents of the project;
- Responsible for providing logistics support to the Project Team so that meetings/sessions take place smoothly;
- Ensure that Project Teams meet regularly and faithfully;
- Collect all documentations of the project meetings (accomplished forms and templates, written reports, minutes of the meeting, etc.);
- Distribute copies of relevant reports and documents;
- Properly file, index, cross reference all documents for easy retrieval by members of the Project Team;
- Seek to develop more advanced and technology-supported methods of documenting processes and meetings;
- Coordinate with the Project Teams for other related activities that may be organized outside of the regular meetings and events.

➢ **Team Members:**

- Regularly attend and actively participate in the project sessions/meetings;
- Provide relevant and useful data/information necessary for the completion of the project;
- Update regularly their respective Offices on the status of the project.

For strict compliance.

Mandaluyong City, 06 July 2009.

\[Signature\]

JENNIFER JARDIN-MANALILI
Administrator