SPECIAL ORDER NO. 394
Series of 2010

In the interest of the service and relative to the conduct of the 7th EPS-TOPIK Korean Language Test (KLT) registration on September 20-23, 2010, the following officials and employees are hereby directed to proceed to Baguio City and Pampanga, respectively supervise, monitor and assist the said activity:

- **LUZON - Baguio City and Pampanga**
  1. Deputy Administrator Viveca Codamon-Catalig

- **BAGUIO – POEA Regional Extension Unit**
  2. Director Felixberta N. Romero
  3. Ms. Nerissa S. Jimena
  4. Ms. Milagros Santos

- **PAMPANGA – Bren Guiao Convention Center, San Fernando**
  7. Director Jocelyn T. Sanchez
  8. Ms. Corazon D. Ortizo
  9. Ms. Rosemarie S. Tayo
  10. Mr. Apollo de Robles
  11. Ms. Arleliita M. Mariano
  12. Ms. Elanie Reyes
  13. Mr. Brandy C. Pineda
  14. Mr. Jerrold N. Tomeldan
  15. Mr. Niño L. Clérigo
  16. Mr. Adrian Silvestre

Further, Mr. Michael Tadlip, will drive POEA vehicle with plate number SJP 472 (Toyota Hi Lux) for the transportation of officials and employees assigned in Baguio City. Mr. Manuel Ojena will drive POEA vehicle with plate number SJA 873 (Nissan Urvan) and Mr. Amador Castro will drive POEA vehicle with plate no. LLC 773 (Toyota Innova) assigned to Deputy Administrator Catalig.

Furthermore, the above-mentioned officials, employees and drivers: Mr. Amador Castro, Mr. Manuel Ojena and Mr. Michael Tadlip are entitled to actual accommodations cost, transportation expenses/allowances, per diem, and other allowable expenses subject to the usual accounting and auditing rules and regulations.

For compliance.

City of Mandaluyong, 16 September 2010.

JENNIFER JARDIN-MANALILI
Administrator