SPECIAL ORDER NO. 445  
Series of 2010

In the interest of the service, Engr. ADEL DELA CRUZ, Engineer IV and Mr. LEOPOLDO VILLALOBOS, LEO II/Property Officer are hereby directed to proceed to the following POEA Satellite offices, on the dates specified below, to perform the specific tasks:

POEA-Laguna Satellite Office on 16 November 2010

1. Install writing counters in preparation to the forthcoming BM peak season.
2. Pick-up the boxes of files/records to be forwarded to ROCO

POEA-Pampanga Satellite Office on 19 November 2010

1. Conduct inspection of the POEA office for possible office improvement

Further, Mr. Ferdinand Magno, Administrative Assistant/Motorpool Supervisor shall provide assistance and transportation using Toyota Hi-Lux with plate number, SJP 472.

Also, Mr. Edmundo Pañuelos and Mr. Kris Alain Ramirez, both Service Contractor, shall join the team at POEA-Laguna to handle the carpentry works required.

The above named employees shall be entitled to claim per diem for this purpose subject to the availability of funds and the usual accounting and auditing rules and regulations.

Mandaluyong City, 03 November 2010.

JENNIFER JARDIN-MANALILI
Administrator

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