In the interest of the service, the following POEA officials and employees are hereby directed to attend the seminar-workshop on the "Enhancement of Technical Writing Skills of Adjudicators", to be held on 25 – 26 October 2007 from 8:00 a.m. to 5:00 p.m. at the Patricia A. Sto. Tomas Hall:

1. Dir. Alejandro A. Padaen
2. Atty. Jone B. Fung
3. Atty. Alberto S. Abalayan
4. Atty. Paciano F. Falejo
5. Atty. Ramon C. Lusterio
6. Atty. Grace M. Venus
7. Atty. Llewelyn D. Perez
8. Atty. Patricia D. Famaran
9. Atty. Marietta L. Dela Cruz
10. Atty. Antonio R. Millanes III
11. Atty. Esteban Arnel O. Allarde
12. Atty. Edgardo A. Escuadro
15. Atty. Mary Antonette G. Ordone
16. Atty. Maria Cristina R. Osoteo
18. Atty. Maribel M. Beltran
19. Atty. Richard P. Vinluan
20. Atty. Zomer A. Ochavillo
22. Atty. Hernando B. Reyes
23. Atty. Johanna A. Young
24. Ms. Genevieve A. Ardiente
25. Mr. Roberto G. Taclas
26. Mr. Alvin P. Delos Santos
27. Mr. Miltiades B. Magdamit
28. Mr. Nazario C. Arancis
29. Ms. Nenita C. Mercado
30. Ms. Elizabeth J. Sison
31. Ms. Ella L. Carno
32. Ms. Estelita S. Bautista
Further, the above-named participants are instructed to be at the venue at exactly 8:00 o’clock in the morning and are requested to bring their laptops if possible, on the second day of the seminar-workshop.

Secretariat:

1. Ms. Julie Ann J. Aguila
2. Ms. Amelita A. Lazaro
3. Ms. Cynthia B. Villanueva

Technician:

1. Mr. Jamel Khan N. Macas
2. Mr. Rommel A. Balean

For strict compliance.

Mandaluyong City, 15 October 2007.

[Signature]

ROSALINDA DIMAPILIS BALDOZ
Administrator