In the interest of the service, the following officials and employees are hereby directed to attend the Management Review Meeting (POEA-QMS) on Tuesday, 11 December 2007 at the Patricia Sto. Tomas Hall, 4th Floor, Blas F. Ople Building, from 9:00 a.m. to 4 p.m.:

**Directorate:**

1. Deputy Administrator Viveca C. Catalig
2. Director Stella Z. Banawis
3. Director Melchor B. Dizon
4. Director Alejandro A. Padaen
5. OIC-Director Nini A. Lanto

**Branch Managers/OICs:**

6. Atty. Alberto S. Abalayan, Recruitment & Regulation Branch
7. Director Helen S. Barayuga, Information & Communication Technology Branch
8. Director Liberty T. Casco, Marketing Branch
9. Director Nimfa D. De Guzman, Government Placement Branch
10. Atty. Alejandro T. Diaz, Anti-Ilegal Recruitment Branch
11. Atty. Paciano F. Falejo, Adjudication Branch
12. Atty. Jone B. Fung, Legal Research, Docket & Enforcement Branch
13. Ms. Maybelle M. Gorospe, Landbased Center
14. Director Nicanor B. Javier, Administrative Branch
15. Director Teresita T. Laurel, Seabased Center
16. Director Ma. Salome S. Mendoza, Planning Branch
17. Director Felixberta N. Romero, Employment Regulation Branch
18. Ms. Laura S. Timonera, Employment Branch
19. Ms. Lucia L. Villamayor, Licensing Branch
20. Director Candida B. Vistro, Finance Branch

**Division Chiefs/OICs:**

22. Ms. Marilyn M. Adalia, Accounting Division
23. Ms. Lolita L. Aragon, Budget Division
25. Ms. Violeta V. Bersamen, Balik-Manggawa Processing Center
26. Mr. Reynaldo E. Cabrera, General Services & Property Division
27. Mr. Mel L. Candano, Records Division
28. Mr. Carlos F. Cañaberal, Policies & Programs Division
29. Ms. Dolores H. Crisostomo, Seabased Contracts Processing Division
30. Ms. Nida G. Demegillo, Landbased-Middle East Affairs Division
31. Mr. Alfonso N. De Castro, Labor Assistance Center
32. Atty. Bengino Q. De Guzman, Docket & Enforcement Division
33. Atty. Rosemarie G. Duquez, Prosecution Division
34. Mr. Nascel A. Gabito, Information & Education Division
35. Ms. Nerissa S. Jimena, Databank & Network Management Division
36. Ms. Barbara D. Lamzon, Landbased-Amerasian Affairs Division
37. Ms. Celia P. Laurente, Inspection Division
38. Mr. Renato C. Limjuco, Cash Division
39. Ms. Leona Venus Nicolas, Recruitment and Documentation Division
40. Ms. Yolanda E. Paragua, Licensing and Evaluation Division
41. Mr. Ramon Lamberto S. Pastrana, Market Promotions Division
42. Ms. Ramona S. Quijano, Systems Management Division
43. Ms. Jocelyn P. Rey, Client Services Division
44. Atty. Hernando B. Reyes, Legal Research Division
45. Mr. Armando A. Roa, Employment Services and Regulation Division
46. Mr. Alfredo A. Robles, Jr., Market Research & Standards Division
47. Ms. Rosalie T. Sajo, Seabased Employment Accreditation Division
48. Ms. Eleanor S. Samson, Workers Education Division
49. Ms. Jocelyn T. Sanchez, Manpower Registry Division
50. Ms. Preciosa R. Siñeres, Human Resources Development Division

Unit Heads/OICs:

51. Ms. Genevieve A. Ardiente, Repatriation Unit
52. Engr. Adel N. Dela Cruz, Building Management Unit
53. Mr. Paterno D. Juridico, Regional & Overseas Coordinating Office
54. Ms. Milagros A. Santos, Internal Audit Unit
55. Ms. Liwanag A. Simondac, Name Hire Unit
56. Atty. Grace B. Venus, Conciliation Unit

The Planning Branch (ISO Secretariat) shall provide technical and administrative assistance in the preparation and post requirements of the meeting.

For strict compliance.

Mandaluyong City, 28 November 2007.

CARMELITA S. DIMZON
Officer-in-Charge
and Deputy Administrator