



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE XI
Loyola St., Obrero, Davao City



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April 11, 2018

OFFICE MEMORANDUM NO.: 124, s.2018

**TO: Chief Administrative Officer (CAO)
Chief Education Program Specialist (CEPS)
Supervising Education Program Specialist (SEPS)
Education Supervisor (ES) II**

**SUBJECT: COMMITTEE IN THE CONDUCT OF THE UniFAST NATIONWIDE
INFORMATION CARAVAN ON MAY 2, 2018.**

In line with the implementation of Republic Act 10931 otherwise known as "Universal Access to Quality Tertiary Education Act," the Commission on Higher Education in partnership with the Office of the Unified Financial Assistance System for Tertiary Education (UniFAST), will be conducting a **Nationwide Information Caravan on May 2, 2018, 8:00AM to 5:00PM at the USEP Gym.**

In view of this, you are hereby directed to assist and facilitate the conduct of the said event in the following committee:

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| Over-all Overseer | - Dr. Raul C. Alvarez, Jr., Dr. Luis D. Perez and Dr. Emma K. Bonsobre |
| Venue and Invitation/Memorandum
Physical Arrangement | - Dr. Evelyn Ecle and Ms. Ched Morato
- Dr. Cesar Adegue, Mr. John Mark Dumanig, Mr. Christopher Polido and Bernardo Luis Alejandro, Jr. with Jolina and Julito |
| Kit preparation | - Ms. Myriam Flores, Ms. Zonia Mae Fernandez, Ms. Ivy Orquia and Ms. Sheila Fuentes |
| Tshirt and other Logistics | - Ms. Lourdes Cesar and Cheryl Tagalog |
| Accommodation/transportation | - Dr. Liza Suan, Ms. Sol Ganate and Teodora Escano |
| Media Coverage | - Dr. Nelia Alibin and Mr. John Mark Dumanig |
| Security | - Mr. Christopher Polido and Mr. Bernardo Luis Alejandro Jr. |
| Programme Committee
Registration | - Dr. Cesar Adegue and Dr. Nelia Alibin
- Engr. Kit Condez, Annika Comahig, Jade Mulit and Liezel Dimalanta |
| Documentation/Minutes | - Ms. Joy Barillo, Danica Ross Gamu, Dainty Elentorio and Kevin John Macayan |
| Video Coverage | - Dr. Susan Labutap, Ms. Riezel Caguco, Ms. Danica Gamu, Ms. Sheila Fuentes and Mr. Mark Joseph Castaneda |
| Food Committee | |

Please be guided accordingly.


RAUL C. ALVAREZ, JR., Ed.D., CESO III
Director IV