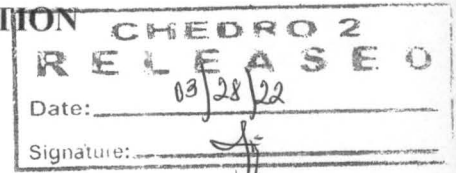




Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**  
Region 02



**REGIONAL MEMORANDUM**  
**No. 099, Series of 2022**

**FOR : ALL PRESIDENTS/ OFFICERS-IN-CHARGE/HEADS OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION 02 OFFERING OFFICE ADMINISTRATION PROGRAM**

**SUBJECT : 6<sup>th</sup> PHILIPPINE ASSOCIATION of STUDENTS in OFFICE ADMINISTRATION (PASOA) NORTH LUZON WEBINAR**

**DATE : March 28, 2022**

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Attached is a copy of the communication from **DR. ERLINDA ESPAÑO**, Lead Convenor, inviting Higher Education Institutions (HEIs) in Region 02 to a **free Virtual Webinar** with the theme **“Building Teams in A Challenging Times”** on **April 2, 2022** via Zoom at **8:00-12:00 in the morning**.

The expected participants to this activity are the Deans, Faculty and Students of Office Administration Program in Region 02. The **Meeting ID**: is **78 246 618** and **Passcode**: is **838208**.

For further information, you may contact Dr. Erlinda España at mobile number 09260633965.

Kindly refer to the attachment which contains relevant information for your reference.

For your voluntary participation.

  
Domingo Marco  
Cicero Fagela  
**ATTY. MARCO CICERO F. DOMINGO**  
OIC-Director IV

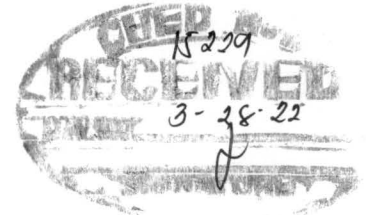
Encl. as stated

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PHILIPPINE ASSOCIATION OF STUDENTS IN OFFICE ADMINISTRATION (PASOA)  
and  
PHILIPPINE ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS AND EDUCATORS IN OFFICE  
ADMINISTRATION, INC. (PAAPEOAI)

March 26, 2022

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\_\_\_\_\_  
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Dear \_\_\_\_\_:

The Philippine Association of Students in Office Administration in coordination with the Philippine Association of Administrative Professionals and Educators in Office Administration, Inc. is pleased to invite you to a **free Webinar** on April 2, 2022 at 8:00-12:00 in the morning with the theme "Building Teams in a Challenging Times."

Dr. Emmanuel James P. Pattaguan, Vice President for Academics at the University of St. Louis Tuguegarao, Tuguegarao City and Dr. Maribel R. Gabuat, Dean, College of Office Administration and Computer Technology at the City University of Pasay will discuss – "Embracing Change and Transformation: Breakthrough Innovation and Creativity" and "Unity in Diversity: Key to Achieving Targets Amid the Challenging Times" respectively.

We remind everyone to adhere to the NO ATTENDANCE, NO EVALUATION, and NO CERTIFICATE POLICY.

PHILIPPINE ASSOCIATION of STUDENTS in OFFICE ADMINISTRATION (PASOA)  
and  
PHILIPPINE ASSOCIATION of ADMINISTRATIVE PROFESSIONALS and EDUCATORS in OFFICE  
ADMINISTRATION, INC, (PAAPEOAI)

March 28, 2022

Atty. Marco Cicero F. Domingo  
OIC, Director IV, CHEd R02  
Carig, Tuguegarao City, Cagayan

Dear Sir:

We would like to request from your office a CHEd endorsement to conduct the 6<sup>th</sup> PASOA North Luzon Webinar on April 2, 2022 from 8:00-12:00 in the morning via Zoom virtual platform (meeting ID 7824 6618, Password 838208). This PASOA webinar is in coordination with the PAAPEOAI. The theme of the event is "Building Teams in a Challenging Times."

We considered two speakers in this webinar in the persons of Dr. Emmanuel James P. Pattaguan, Vice-President for Academics, University of St. Louis Tuguegarao and Dr. Maribel R. Gabuat, Dean, Office Administration and Information Technology at City University of Pasay. These two speakers will be sharing the topics on "Embracing Change and Transformation: Breakthrough Innovation and Creativity" and "Unity in Diversity: Key to Achieving Targets Amid the Challenging Times."


One of the reasons in conducting this webinar is to train and bring out the leadership skills of our students as well as our teachers and to upgrade their knowledge in their ethical decision-making especially during this time pandemic.

Furthermore, conducting this webinar is free of charge.

Attached is the proposed program flow.

We look forward to your favorable action, hereon. Thank you and more power.

Very truly yours,



ERLINDA T. ESPAÑO, Ph.D.  
Lead Convenor

Attachment: as stated

## PHILIPPINE ASSOCIATION OF STUDENTS IN OFFICE ADMINISTRATION CONVENTION

Nature of Activity	Online/Virtual Convention
Title of Activity	6 <sup>th</sup> PASOA North Luzon Convention
Theme	"Building Teams in a Challenging Times"
Convention Topics	1 <sup>st</sup> Speaker: Dr. Emmanuel James P. Pattaguan Vice President for Academics, USLT, Tuguegarao City "Embracing Change and Transformation: Breakthrough Innovation and Creativity"  2 <sup>nd</sup> Speaker: Dr. Maribel R. Gabuat Dean, College of Office Administration and Computer Technology City University of Pasay, Pasay City "Unity in Diversity: Key to Achieving Targets Amid the Challenging Times"
Convenors	PAAPEOAI and PASOA North Luzon Officers
Date	April 2, 2022, 8:00 a.m.-12:00 noon
Venue	Zoom Video Conferencing/FB Live
Registration	Free
Objectives	The Convention aims to: <ul style="list-style-type: none"><li>✓ Bring out the leadership skills of both students and teachers and to hone their knowledge in ethical decision-making</li><li>✓ Update and educate participants with the current trends and techniques in establishing and nurturing professional connections despite the restrictions brought about the pandemic</li><li>✓ Confer the membership of the newly PASOA officers</li><li>✓ Collaborate among students and teachers</li></ul>
Participants	All faculty members and students teaching and enrolled in the BSOA Program and related Business Programs in all Colleges and Universities in North Luzon, CAR, and other interested Universities in nearby provinces.

### PROGRAM FLOW

7:30-8:00	Calling Time
8:00-8:05	Invocation
8:05-8:10	National Anthem
8:10-8:15	Statement of the Event Objectives Ms. Sheryl Enriquez, President, PASOA
8:15-8:30	Welcome Remarks Dr. Cristina G. Gallato, C.P.A., President, CVCITC, Santiago City
8:30-8:35	Acknowledgment of the participants Mr. Jhun Mark Merin, VP for Internal, PASOA
8:35-8:40	Introduction of the first speaker Miss Gelyne P. Gallangi, Minutes Secretary, PASOA
8:40-9:40	Talk of Dr. Emmanuel James P. Pattaguan
9:40-9:43	Awarding of Certificate and Token Mrs. Felomena B. Bernardo, President, PAAPEOAI
9:44-10:00	Open Forum

10:10-10:15	Introduction of the second speaker Mr. Nollie D. Jerson, Program Chair, BSOA, Kalinga State University
10:15-11:15	Talk of Dr. Maribel R. Gabuat
11:15-11:25	Awarding of Certificate and Token to the second speaker Mrs. Felomena B. Bernardo
11:25-11:40	Open Forum Dr. Lher Ver Palabay, Vice President, PAAPEOAI
11:40-11:45	Oath of Office, newly elected PASOA North Luzon Officers
11:45-12:00	Closing Remarks Dr. Erlinda T. España, VP for Luzon, PAAPEOAI National Lead Convenor

**Masters of Ceremonies**

Mrs. Erlinda T. España, Ph.D. and Miss Baby Daivie I. Dela Cruz  
VP for Luzon, PAAPEOAI National and Vice President, Internal, PASOA