September 17, 2014

**PERSONNEL OFFICER**

Dear Sir/Madame:

The Personnel Association of the Philippines (POAP) in partnership with University of Makati (UMak) will be conducting its 2nd POAP Human Resource Forum on September 29, 2014 from 1:00 PM to 5:00 at the University of Makati. The POAP’s theme is “Revisiting Government Framework on Employees Welfare and Benefits: Its impact to Employees Lives and Productivity”.

POAP officers, along with its members, have collaborated in the past years to put their best efforts to improve the human resource operations and procedures among its member-organizations. In the hope to redefine the important role played by the Human Resources of many organizations, this forum was conceptualized.

We wish to invite you and your delegates to take part in this timely and highly recommended gathering. We have lined up the Presidents from GSIS, PAG-IBIG, and PhilHealth as our distinguished Resource Speakers.

All your concerns about the topics presented will be addressed during the open forum right after each presentation. We hope you could find time to accept our invitation. The inputs you will gain in this forum will surely enhance your HR capabilities in delivering services to your constituents.

Attached is a copy of the program of activities for your reference. Thank you for your time. We hope to see you in the forum

Sincerely yours,



**DR. RAYMUNDO P. ARCEGA**

Director, POAP

Executive Vice President, UMak

\*For inquiries and confirmation of attendance, kindly coordinate with the following contact numbers:

Ms. Ethelda Delmo – 8820683

Ms. Cheriss Papa - 8820676