



Department of Transportation and Communication
PHILIPPINE COAST GUARD AUXILIARY
NATIONAL MAIN OFFICE

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03 AUGUST 2012

MEMORANDUM CIRCULAR
NAMO Number.....05-08-12

**TO : ALL SUPPORT GROUP DIRECTORS
DEPUTY CHIEF OF STAFF FOR FINANCE**

FROM : NATIONAL DIRECTOR, PCGA

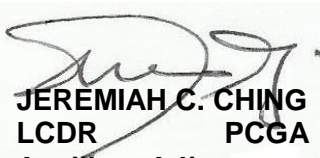
RE : PRESENTATION OF PLANS AND PROGRAMS

1. Please find attached the agenda for the meeting set for tomorrow Saturday 04 August 0900 HRS at the NAMO. Attire: Civilian.
2. May we remind the Support Group Directors that you will be presenting your proposed plans and programs for your respective groups?
3. Your proposed plans and programs shall be presented by you to the National Director and Staff for discussion and approval.
4. Please refer to the attachment below for more information.
5. Attendance is a must.

By Command of RADM CABALDE:

OFFICIAL:

RAMON SEBASTIA-MORENO
COMMO PCGA
Chief of National Auxiliary Staff


JEREMIAH C. CHING
LCDR PCGA
Auxiliary Adjutant

PCGA National Auxiliary Main Office
CCP Complex, Pasay City

NAMO Meeting

Date: 04 August 2012

Time: 0900H

Venue: NAMO, CCP Complex

Attire: Civilian

Attendance Required:

National Director

Deputy National Director for Operations

Deputy National Director for Administration

National Chief of Staff

All Directors Support Groups (MARSAP, MARSAR, MAREP, MCOMREL, VST & P)

National Auditor

National Finance Officer

National Adjutant

Deputy Chief of Staff for Operations

Flag Secretary

All Deputy Officers of Support Groups

AGENDA:

- I. Plans and Programs of Support Groups
- II. Financials
- III. ICC
- IV. Other Matters

Suggested Outline of Presentations of P/P Support Groups

1. Rational of Programs
 - Mission
 - Expectations
 - Time Line of Implementation
 - Proposed Budget
2. Outline of Specific Program/Modules (Powerpoint Presentation)
3. List of Info Materials/Collaterals (DVDs, Charts, Tarps, etc.)
4. List of Equipment, Supplies, etc. required.
5. Expertise and Manpower Requirements

Program of Meeting

0900H – 0910H	Invocation / National Anthem
0910H – 0920H	Welcome Remarks and Call to Order by ND
0920H – 0930H	Brief on Agenda by DNDA <ul style="list-style-type: none">• Rational / Overview of the Meeting on: Plans and Programs of Support Groups, Expected Outputs: DVD (PPT, Manuals, Time Line of Implementation)
0930H – 1000H	1 st Presentation MARSAF (20 mins) Q & A (10 mins)
1000H – 1030H	2 nd Presentation MARSAR (20 mins) Q & A (10 mins)
1030H – 1100H	3 rd Presentation MAREP (20 mins) Q & A (10 mins)
1100H – 1130H	3 rd Presentation MAREP (20 mins) Q & A (10 mins)
1130H – 1200H	4 th presentation MCOMREL (20 mins) Q & A
1200H - 1300H	Lunch Break
1300H – 1330H	5 th Presentation VST & P (20 Mins) Q & A (10 mins)
1330H – 1400H	6 th Presentation on Financials (20 mins) Q & A (10 mins)
1400H – 1420H	Other Matters <ul style="list-style-type: none">• DISCON/NAB for CGADs: WV, CV and EV Schedules by NCOS (10 mins)• ICC (10 mins)
1420H – 1430H	ND's Time Closing Remarks
1430	Adjournment