MINUTES OF MEETING HELD AT OCTOBER 16, 2004

PRESENT: Mr. Feliciano Tan. Sr.
Feliciano Tan, Jr.
Engr. Clyde Sasil
Ernesto Felisilda
Joselito Lim
Abeth Hipolito
Jane Miranda.

The meeting was called to order and presided by Mr. Feliciano N. Tan, Sr., our President, at around 1430, October 16,2004.

Taken up during the meeting are the following:

1) The Presiding Officer informed the body that be called Abeth Hipolito to attend this meeting because he is transferring her back to Main Office to Head the Accounting Department. She was directed by Mr. Tan to attend right away the Account Receivables with a total uncollected freight account of around 40M including the Isabela & Lamitan uncollected accounts.

   Effectivity of Abeth's transfer is October 18, 2004. Mr. Tan also informed Butch Felisilda to transfer to Main Office by first week of November 2044.

2) Jane Miranda on the other hand was assigned back to Boulevard Office to head the operations of the said office with Lindamor as the Read for all IT's and encoders, while Lito Lim be the in-charge of CY Camins Operations.

3) On our problem with MV Lady Mary Joy 2 engine personnel re: the shutting down of their Auxilliary Engines, Mr. Tan ask Butch to help check with LMJ2 C/E Richard Suycano as to why they cannot follow office memorandum

4) With the transfer of Abeth to Main Office and the resignation of Siuko, Butch needs two (2) personnel to assist bin, in the ISM. NSM report preparation for submission to Marina Office.

5) Mr. Tan informed Abeth to check with our collectors as to their efficiency in collecting the uncollected accounts of Zamboanga Office which is around 19M including the Isabela & Lamitan accounts. Engr. Clyde suggested to form a committee of three (3) to sit down and take measures on how to solve the problems of the uncollected accounts.

6) Lito Lint requested for two (2) blue guards for CY Camins for night duty of which Mr. Tan approved and told Butch to do the hiring.

7) DJ1 will substitute DJ2 on the Zambo-Jolo route on Sunday. Oct. 17. 20414 due to some engine trouble of DJ2.

8) Lito Lim informed the body that ATO made a verbal complain regarding our 4-high storage of van at CY Camins of which most of us present said that the vans are not in any way obstructing the airport.

9) Mr. Tan advised Engr. Clyde to give a dateline to Contractor Bugarin in the completion of the concreting of CY Camins. And as to the concreting of Gate 1 of CY Blvd. Gate2 will be open for use of our trucks and movers.

10) Lito Lim requested for 2 units 3-battery flashlight for the 2 blue guards of CY Camins which is approved by Mr. Tan.

11) Abe approved during the meeting was the P300.00 cellcard (load) for Terminal Checker Richie Natividad who is assigned at the Pier.

There being no other matter to discuss the meeting was adjourned at 1700 hrs.