Gmail

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0604-ARC-2-Admin Memo no.17 - Cadet Officer Schedule

1 message

Top Ever Marine Mngt Phil Corp <temmphil@topeverphil.com.ph> Wed, Jun 4, 2025 at 9:54 AM
Reply-To: temmphil@topeverphil.com.ph
To: Top Ever Marine Mngt Phil Corp <temmphil@topeverphil.com.ph>
Bcc: "Capt. Capt Oscar Orbeta" <odo@topeverphil.com.ph>

To: All Staff

Re: Cadet Officer Schedule

1. Our Cadet Officers are currently serving under the Technical Section (Academics, Training) and General Operations (Office Taskings).
2. When finalizing their required documents, the Cadet Officers are turned over to the Documentation Section for the completion of their documents as required in their corresponding vessel.
3. After the completion of their documents and while waiting for the schedule for dispatch, the line up Cadet Officers shall be turned over to the Office of the President until their dispatch date.
4. All additional requirements (ex. commercial visa, if suddenly needed) shall be coursed thru Ms. Val accordingly.

Please be guided.

Thank you.

Brgds,
Archie Orbeta
Top Ever