



14 November 2016

**MEMORANDUM NO. 295**

Series of 2016

**T O: Vice Presidents, College Deans, Directors, Academic/Unit Heads  
and other concerned**

**R E: Reorientation of Department/Office Secretaries**

Due to the series of assessment, evaluation and accreditation which the university went through and will be going through such as the upcoming assessment by CSC, ISO accreditation and AACCUP institutional accreditation, there is a need to systematize gathering and compilation of documents/evidences by the various offices and departments. The department/office secretaries or those providing immediate assistance to the heads should be briefed as to what are expected of them.

All Vice Presidents, College Deans, Directors & Academic/Unit/Office Heads are therefore requested to send their department/office secretaries or those providing administrative assistance to them to an orientation meeting tomorrow, November 15, 2016, 2:00 p.m. at the CCE, 2<sup>nd</sup> Floor.

Please be guided accordingly.

  
**EDGARDO E. TULIN**

 President