



13 November 2023

**MEMORANDUM CIRCULAR NO. 170**  
Series of 2023

**T O: All VPs, Directors, Deans, Department/Unit Heads, dDRCs, ISO Core Team**

**R E: Deadline for Submission of Monitoring of Accomplishments**

In relation to Memorandum Circular #164 Re: New Schedule for Monitoring of Accomplishment, this is to inform you of the new deadline:

- **Heads to Directors - November 17, 2023, at 5:00 PM.**
- **Directors to Vice Presidents - November 22, 2023, at 5:00 PM.**
- **Vice Presidents to Planning Office - November 24, 2023, at 5:00 PM.**

You may obtain a copy of the new OTP and strategic monitoring form through the QMS forms on Google Drive. Please submit the monitoring forms on or before the deadline to prevent the issuance of Corrective Action Report (CAR).

For your information and compliance.

**DANIEL LESLIE S. TAN.**  
Officer-In-Charge

**OFFICE OF THE PRESIDENT**

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