

112
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T O: All Concerned

R E: Participation in the Seminar on Human Rights & Leadership Training

While participation of selected staff members in the seminar on Human Rights and Leadership Training on campus from July 16-20, 1988 is authorized on official time, it must be done with minimum disruption of classes. Hence, the following must be observed in order of priority from highest to lowest:

1. Hold classes according to normal schedule.
2. Arrange with co-teacher to handle the class while attending the seminar.
3. Conduct make up class with consent of students and the appropriate offices.

The Department Heads and the Directors of Instruction and Graduate School shall be responsible in the implementation of the above.

On the other hand, the participants, the resource persons and the sponsors of the seminar are equally responsible in seeing to it that the seminar is conducted strictly in accordance with Executive Order No. 27 and DECS Memo 36, s. 1987.

Please be guided accordingly.

M. R. Villanueva
M. R. VILLANUEVA
President