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Office of the President

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MEMORANDUM NO. 79

Series of 2005

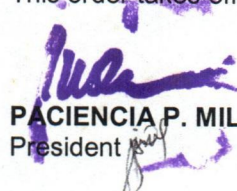
T O: Dr. Rolando H. Arpilleda - 4/11/05
Mr. Daniel M. Tadtud, Jr. - 4/11/05
Ms. Ma. Cristina U. Ramirez - 4/11/05
Dr. Myrna M. Avila - 4/11/05
Dr. Zosimo M. de la Rosa - 4/11/05
Ms. Asteria A. Sevilla - 4/11/05

R E: Reconstitution of the Formal Investigation Committee

With Dr. Rolando H. Arpilleda as Chairperson, Ms. Asteria A. Sevilla as Recording Secretary and the rest as members, please constitute yourselves into the University Formal Investigation Committee with the following specific functions:

1. After receipt of the copy of the formal charge, to ensure that the respondent has received his copy thereto and to follow up his submission of his answer under oath.
2. If the offense falls within those which warrant the issuance of an order of preventive suspension to recommend to this office of its issuance or as an alternative for the reassignment of the respondent within the period of the formal hearing.
3. To conduct formal investigation in order to be able to gather facts relative to the merits of the case.
4. After the conclusion of the formal investigation, to submit a Formal Investigation Report containing therein a narration of the material facts established during the investigation, the findings and evidences supporting said findings and the committee recommendations. The complete records of the case shall be attached to said report of investigation. Pending cases under the old committee shall be acted upon by this new committee.

This order takes effect immediately until revoked by this office.


PACIENCIA P. MILAN
President