



21 November 2022

MEMORANDUM NO. 748
Series of 2022

T O:

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Resource Person: Prof. Elvira E. Ongy

Facilitator(s): Mr. Christopher Ivan P. Flores
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Ms. Frances Ann Arbiol - Santos
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R E: Training Workshop on Risk Assessment

You were appointed Deputy Risk Managers to assist in delivering the duties and responsibilities of the Office of the Risk Manager of the university. The Deputy Risk Managers have duties and responsibilities specific to the areas they are assigned. The newly appointed Deputy Risk Managers should understand risk assessment and its process and procedure to deliver the assigned tasks fully. In addition, they should be capable in the conduct risk assessments.

In this connection, you are invited to attend the risk assessment training to equip the Deputy Risk Managers with the risk assessment process, procedures, and tools. The venue is at **Kuting Reef Resort, Macrohon, Southern Leyte, November 24 – 25, 2022.**

Please bring with you the following:

1. Planning documents of your respective departments/offices.
2. IPCR / OPCR
3. Working Laptop

Note: Please prepare your respective travel orders.

Your presence and utmost cooperation are anticipated.


EDGARDO E. TULIN
President