



28 February 2024

MEMORANDUM NO. 266
Series of 2024

T O: Ms. Corazon A. Padilla, ACRO
Dr. Nancy D. Abunda, IMDO
Dr. Charis Limbo-Rivera, IHK
Mr. Christian Bacolod, IHK
Mr. Raymund Igcasama, Admissions Office

R E: Committee on Ushering and Tokens for the PQA Conferment Ceremony

With Ms Corazon Padilla as Chairperson, you are hereby designated as members of the Ushering and Tokens Committee for the Philippine Quality Award Conferment Ceremony on 13 March 2024. As a committee, your tasks are:

1. Ensure appropriate seating arrangement for guests and attendees;
2. Prepare and put on the lies on the guests and key VSU officials; and
3. Decide and prepare a token for the DTI-Region 8.

To orient you on your tasks, please attend a meeting on **1 March 2024 (3:00 PM) at the OP Board Room.**

Anticipating your usual cooperation.

DANIEL LESLIE S. TAN
OIC-President