



26 September 2016

MEMORANDUM CIRCULAR NO. 62
Series of 2016

**T O: Chairperson/Co-Chairperson/Concerned Heads, Faculty and Staff
(Other Committees)**

Dr. Lualhati M. Noriel - Program and Invitation

Dr. Rotacio S. Gravoso - Documentation

Engr. Sean O. Villagonzalo - Multimedia

**Prof. Daniel M. Tudit, Jr./Ms. Wenifreda T. Oclitaria/Prof. Mario E. Baliad –
Venue Preparation**

Engr. Apolonio M. Encierto – Lights and Sounds

Ms. Honey Sofia V. Colis - Food

Dr. Maria Theresa P. Loreto – Accommodation

**Prof. Francisco G. Gabunada, Jr./Mr. Remegio M. Sanico – Transportation and
Souvenir and Token**

Dr. Ma. Juliet C. Ceniza/Prof. Jesusito L. Lim – Socials

**Ms. Wenifreda T. Oclitaria/Ms. Lorna Abamo/Ms. Ma. Niña Ceniza – Ushering
and Reception**

Dr. Remberto A. Patindol/Ms. Elvira B. Gorre – Billboards/Streamers

Prof. Winston M. Tabada/Mr. Rafael Vergara – Secretariat

Dr. Erlinda A. Vasquez/Dr. Marcelo A. Quevedo – Physical Facilities

Dr. Josephine O. Zafico – First Aide

All Department Heads with programs to be accredited

All Center Directors

Invited:

Prof. Rosa Ophelia D. Velarde/Ms. Ma. Verjie Q. Subere – Research

Prof. Efren B. Saz/Ms. Adelina O. Carreno – Extension

R E: Level III Phase 1 Accreditation

Please come to a meeting on **September 29, 2016 (Thursday), 1:00 p.m.** at the **Office of the President** to discuss matters regarding specific responsibilities of your respective committee.

Your personal presence will be highly appreciated.

Please come on time.


EDGARDO E. TULIN
President *rmc*
9/26/16