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Office of the President

16 December 2015

MEMORANDUM NO. 220

Series of 2015

T O: Chairpersons/Co-Chairpersons and Other Concerned Faculty and Staff

R E: Presentation of the Narrative Profile (2nd Dry Run)

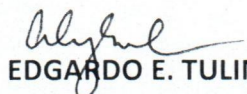
You are hereby expected to give preferential attention on the preparation of the **final improved copy** of the Narrative Profile (NP) to be presented orally on **January 11, 2016** as agreed upon by the group on December 14, 2015. Likewise, you are to submit both the e-copy and hard copy of the NP to the Quality Assurance Center **on or before January 9** as decided during the 1st dry run. The NP which contains five (5) areas to be evaluated will be presented by only one person per program preferably the department head/dean. This is to save time because there are a total of eight (8) programs to be evaluated. However in the case of the graduate programs (4), the dean of the graduate school will be the one to assign the presenter.

During the 2nd dry run on January 11, university key officials and other concerned faculty and staff will be invited so that they can give suggestions/comments to further improve the presentation and the content of the NP.

Also, you are encouraged to prepare the compliance report based on the recommendations during the Level IV Phase 1 accreditation and to collate the corresponding supporting documents.

The above activity will be held at the **Quality Assurance Center starting at 8:30 A.M.** Your coming on time will be highly appreciated.

Snacks and lunch will be served.


EDGARDO E. TULIN
President