

Jan. 20, 1994

OFFICE OF THE PRESIDENT

January 20, 1994

MEMORANDUM NO. 11

MEMORANDUM NO. 10

Series of 1994

O: All Depts./Centers/Offices

T O: Dr. Justiniano L. Seroy and Pick Up Of
OIC Director of Instruction

SUBJECT: Nominees for the Head, Department of Horticulture

Please be informed that messengers of the Records Division will be doing regular rounds to different offices two times a day.

As Chairman of the Search Committee for Department Heads, please select nominees for the designated position of Head, Department of Horticulture. The term of office of the incumbent head had expired last December 31, 1993.

The members of your committee are as follows:

1. Mr. Cereceno Godoy 9:30-10:30AM Chairman of Academic Personnel Board
2. Dr. Vicente A. Quiton - Director of Research & Extension
3. Dr. Eliseo R. Ponce - Director of Graduate School
3. Dr. Manuel K. Palomar - Director of Graduate School

Please submit your report not later than February 15, 1994.

2. Mr. Edito Piamonte 9:30-11:00AM

SAMUEL S. GO
President

cc: Dr. V. A. Quiton
Dr. E. R. Ponce
Dr. M. K. Palomar
Records
File

PRC, RCRC, ODREX, GTZ, PRCRTC, Farmi, DPBAB, Hort., DASS, DPP, DABAB, DABE, DEV. Com., Printing Press, DYAC, P.E., CSR, PPO, SPMD, LUPDO, LUPO, ERHS, Infirmary, Guest House, VIVAPD & Post Office

2:30-4:00PM, NARC, RCRC, ODREX, GTZ, PRCRTC, Farmi, DPBAB, Hort., DASS, DPP, DABAB, DABE, DEV. Com., Printing Press, DYAC, P.E., CSR, PPO, SPMD, LUPDO, LUPO, ERHS, Infirmary, Guest House, VIVAPD & Post Office

Office secretaries are therefore advised to prepare messages/communications to be sent to the Administration building ready to be picked up by the messenger concerned in order not to disrupt their schedule.

Please be guided accordingly.

SAMUEL S. GO
President