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Office of the President

23 March 2012

MEMORANDUM CIRCULAR NO. 18
Series of 2012

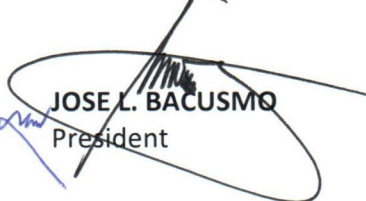
- T O: All College Deans, Department/Office Heads and Center Directors,
Dormitory Advisers and All Others Concerned**
- R E: Attendance to the Seminar on Fire Prevention and the Use of Fire
Safety Equipment**

The Supply Property Management Office (SPMO) and the Office of the Director for Administration & Human Resource Development (ODAHRD) in coordination with the Bureau of Fire Protection, Baybay City Fire Station, will conduct a 1-day Seminar on Fire Prevention and Use of Fire Safety Equipment on March 30, 2012 at the CCE Building.

The following employees may attend the seminar: Dorm Advisers, Laboratory Aides/Technicians/Instructors, Utility Workers, Stockroom Keepers, Welders, Electricians, Security Guards and representatives from the Guest House, Hostel, Apartelle and Sea Front Suite.

Since the number of participants is limited, please submit to Ms. Ma. Fe Limsiaco the names of your participants/representatives as soon as possible.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: Records
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