



26 September 2016

MEMORANDUM CIRCULAR NO. 60
Series of 2016


T O: All Academic Faculty

R E: Submission of Required Documents

In relation to the documents required for SUC Leveling, all academic faculty members are requested to submit the list of trainings attended from January 2013 to May 2016 categorized under international, national and regional/local levels. Please include the supporting documents of the training attended such as Certificate of Attendance/Participation. Kindly send to Quality Assurance Center (QAC) c/o Ms. Pamela P. Oraño or thru IP or email at pagel.060898@gmail.com on or before September 29, 2016. Please use the format below:

Name of Faculty/Staff	Title of Seminar/Conference/Training Attended	Level (International, National, Regional/Local)	Date of Training	Sponsoring Agency

For immediate compliance.


EDGARDO E. TULIN
President *and afc*
9/26/16