



1 March 2017

MEMORANDUM NO. 194
Series of 2017

T O: All Department Heads

R E: Orientation of Newly-Hired Regular and Part-time Faculty

Please be informed that there will be an **Orientation of Newly-Hired Regular and Part-time Faculty Members** on **March 9-10, 2017** at the **1st Floor of CCE Building**. Please allow your newly-hired faculty members to attend this two-day activity to keep them aware of the university's existing policies, rules and regulations as well as their academic responsibilities. Please submit the names of your newly-hired faculty who will attend to the Office of Director for Human Resource and Development c/o **Ms. Jennifer E. Ando** or **Ms. Ma. Fe L. Gayanilo** on or before **March 7, 2017**. Also kindly inform them to bring laptop for the hands-on activity on grade computation and class record management.

Please be guided accordingly.

EDGARDO E. TULIN
President