



January 6, 2021

Memo Circular No. 01
Series of 2021

T O: All College Deans, Department Heads and Institute Directors

R E: Certificate of Attendance/Participation

In preparation for the ISO Surveillance Audit scheduled on Feb. 4-5, 2021, please submit e-copies of Certificate of Attendance/Participation for webinars, conferences, symposia and trainings attended by your faculty for the period March 2020 – Jan. 2021. Kindly put the certificates in one folder per college and email to the Office of the Director for Human Resource Management (ODHRM) on or before Jan. 15, 2021.

Thank you for your usual cooperation.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs