



13 September 2023

**MEMORANDUM NO. 878**  
Series of 2023

**T O:** Ms. Jennifer E. Ando - Education Program Specialist II  
Mr. Faustino Sam A. Daclag - Admin. Aide III  
Ms. Aida L. Estrera - Education Research Assistant I

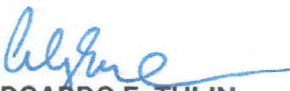
**R E:** Secretariat of the Regional Center (RC) for the Implementation of the 1<sup>st</sup> Cycle of Faculty Position Reclassification pursuant to DBM-CHED Joint Circular No. 3, series 2022

With Ms. Jennifer E. Ando as Lead Secretariat, you are hereby designated as the Members of the Secretariat of the Regional Center for the implementation of the above-mentioned activity.

As prescribed in the CHED Administrative Order (CAO) No. 01 series 2023 dated (Implementing Guidelines on the Evaluation, Review and Approval Process of the DBM-CHED Joint Circular No. 3, Series of 2022), the following are your duties and responsibilities as RC Secretariat:

1. Receive and keep in safe storage the hard copies of the application documents of faculty from all SUCs within the Region. These documents shall be made available for perusal by the Evaluation Committee members during the onsite validation activities of the REC.
2. Coordinate with the Secretariats of the Institutional Evaluation Committee (IEC), Regional Evaluation Committee (REC), Evaluation and Accreditation Committee (EAC) and Certification Committee (CC) for the schedule of validation activities to be held at the Regional Center.
3. Assist the Secretariats of the REC, EAC & CC for the logistics and other necessary arrangements.

For your guidance and compliance.

  
**EDGARDO E. TULIN**  
President

cc: Dr. Daniel Leslie S. Tan, OVPAF  
Dr. Beatriz S. Belonias, OVPA  
Dr. Rachel Kim L. Aure, IEO  
Ms. Honey Sofia V. Colis, HRMO