



24 November 2017

**MEMORANDUM CIRCULAR No. 87**  
Series of 2017

**T O: ALL FACULTY AND STAFF**

**R E: Sets of bed cover, pillow and pillow case**

In connection to our hosting of the 2017 Regional SCUAA competition on December 9 – 14, 2017, all regular and casual faculty and staff are encouraged to cooperate and prepare a set of bed cover, pillow case and pillow for lending to delegation officials and coaches. Nevertheless, part-time faculty members are also welcome to share. Such set will be submitted to respective unit heads for proper recording on or before December 4, 2017. The unit heads, in turn, will submit these sets of beddings to the group coordinator who will be responsible for the issuance to the head of the assigned athletic delegations.

Your utmost cooperation is solicited for the smooth and successful event of the university.

  
**EDGARDO E. TULIN**

 President