

January 2, 1996

MEMORANDUM NO. 4
Series 1996


T O : Mr. Joel Ancheta
Dormitory Manager
Undergraduate Dormitories

R E : SUBMISSION OF MONTHLY REPORTS

Records show that you have not submitted the monthly project reports for the undergraduate dormitories starting July 1995 despite the communications sent by LUAPU. In view of this, you are hereby directed to submit the monthly reports required on or before January 15, 1996.

Failure to comply with this memorandum will compel us to subject you for an appropriate administrative action.

For compliance.


SAMUEL S. GO
President Hbn

cc: Vice President for Adm.
Administrative Officer V
Prof. Prudencio Marquez
Records
File