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Office of the President

4 September 2013

MEMORANDUM NO. 215

Series of 2013

T O: All Concerned

R E: Working Committees for the Review Classes for the CSC Examination

As required by the Board of Regents, the university through the Office of the Director for Administration & Human Resource Development, will facilitate the conduct of review classes in English, Filipino, Philippine Constitution & related topics, Mathematics, Inductive & Abstract Reasoning & Clerical Operations every Friday starting September 6, 2013 until October 4, 2013. Employees attending said review classes are considered in actual service and will be paid their salaries/wages.

The following committees are hereby created to make the review classes a success:

1. Over-all Coordination:

Dr. Roberto C. Guarte	- Chairperson
Dr. Lourdes B. Cano	- Member
Ms. Teresita L. Quiñanola	- Member

2. Program & Certificates:

Ms. Connel D. Antipaso	- Chairperson
Ms. Maria Fe L. Gayanilo	- Member

3. Venue, Sounds & Multimedia:

Mr. Simeon Sedrome	- Chairperson
Mr. Alex Bagarinao	- Member
Mr. Felix Abanera	- Member

4. Documentation:

Mr. Jesus Freddy Baldos	- Chairperson
Ms. Sheila Lemos	- Member

5. Secretariat/Facilitation:

Ms. Miriam dela Torre	- Chairperson
Ms. Ma. Fe L. Gayanilo	- Member

6. Snacks:

Ms. Honey Sofia Colis	- Chairperson
Guest House Personnel	- Members

7. Proceedings Preparation:

Ms. Ma. Epifania G. Tudtud	- Chairperson
Ms. Ma. Fe L. Gayanilo	- Member

Dr. Guarte is requested to convene all Chairpersons of the above-listed committees as soon as possible.

Please be guided accordingly.


JOSE L. BACUSMO
President