



20 August 2018

**MEMORANDUM NO. 311**  
Series of 2018

**T O: All Department Heads**

**R E: Orientation of Newly-Hired Regular and Part-time Faculty**

Please be informed that there will be an **Orientation of Newly-Hired Regular and Part-time Faculty Members** on **August 30-31, 2018** at the **1<sup>st</sup> Floor of CCE Building**. This is part of the on-boarding program of the university for our new faculty.

Please allow therefore your newly-hired faculty members to attend this two-day activity to keep them aware of the university's existing policies, rules and regulations as well to equip them of the skills needed in the performance of their academic functions particularly in grade computation and class record management.

Please submit the names of your newly-hired faculty who will be attending this activity to the Office of Director for Human Resource and Development c/o **Ms. Jennifer E. Ando** or **Ms. Ma. Fe L. Gayanilo** on or before **August 28, 2018**. Also kindly inform them to bring laptop as there will be hands-on activity.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President o/c  
8/20/18