



4 January 2021

**MEMORANDUM NO. 01**  
Series of 2021

**T O: All VPs, Deans, Center Heads, Department, Office and Unit Heads**

**R E: Hold-Over Capacity**

In the absence of new appointments, you are hereby directed to continue functioning on hold-over capacity in your present administrative assignments until new appointments are issued.

Please be guided accordingly.

**EDGARDO E. TULIN**  
President