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9 March 1990

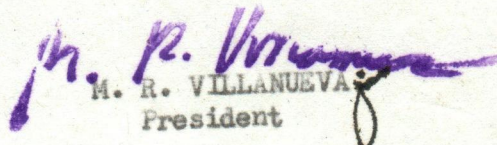
MEMORANDUM NO. 49
Series of 1990

TO: Mrs. TERESITA L. QUINANOLA
RE: APPOINTMENT AS PERSONNEL OFFICER

Based on the evaluation and recommendation of qualified applicants made by the Non-Academic Personnel Board and considering all factors including Civil Service rules and regulations and the direct involvement of the position both with the academic and non-academic sectors of the College, you are hereby appointed PERSONNEL OFFICER, with all the privileges attached to the position, effective March 1, 1990. I expect you to assume the full responsibilities attached to the position which shall include but not limited to the following:

1. Maintenance of updated records of all personnel
2. Service the needs of Personnel Boards for the academic and non-academic personnel
3. Promotion of personnel development programs
4. Increasing awareness of personnel about government rules and regulations governing personnel matter.

Good luck!


M. R. VILLANUEVA
President

cc: VPAA
VPA
Board Secretary
Civil Service Commission