

OFFICE OF THE PRESIDENT

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3 January 2022

MEMORANDUM NO. 01 Series of 2022

T All VPs, Deans, Chancellors, 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 holdover capacity in your present administrative assignments until new appointments are issued.

and innovative technologies for sustainable communities and environment.

Please be guided accordingly.