



23 October 2023

MEMORANDUM CIRCULAR NO. 162
Series of 2023

T O: All VPs, Directors, Deans, Department/Unit Heads, dDRCs, ISO Core Team
R E: Monitoring of Accomplishments

The university will be conducting the monitoring of Accomplishments for CY 2023 using the new OTP monitoring form. The Planning Office will conduct a virtual orientation and overview of the new monitoring form on **November 09, 2023, Thursday at 2:00 PM via Google Meet**.
Google Meeting Link: <https://meet.google.com/fgr-fryp-uar>

All units are requested to prepare their respective 2023 OTPs. All accomplished monitoring forms should be submitted to the Planning Office **on or before November 17, 2023, at 5:00 PM**.

For your information and compliance.


EDGARDO E. TULIN
President