



27 May 2021

MEMORANDUM NO. 453
Series of 2021

T O: All College Deans

R E: Submission of Requests for Hiring/Renewal of Appointments

In preparation for the start of classes in the 1st Semester 2021-2022, all heads of academic units should submit all requests for hiring/renewal of appointments of faculty on or before June 16, 2021. This is to give sufficient time for the unit to publish the vacancy and recruit the best applicant. This will also enable the newly-hired faculty to prepare the materials for the subjects that they will teach, and start classes on time.

College deans are hereby directed to ensure all academic units under their respective colleges are well-informed and will 100% comply with this memorandum.

Thank you.


EDGARDO E. TULIN
President