



Office of the President

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14 August 2019

MEMORANDUM NO. 306 Series of 2019 1 5 AUG 2019

T 0:

All Office/Unit Heads (Cash Division, Library, Registrar, USSO

and VSU Infirmary)

R E:

Awareness Seminar on RA No. 11032 (Ease of Doing Business and

Efficient Government Service Delivery Act of 2018)

There will be an Awareness Seminar for RA No. 11032 on August 20, 2019 (8:00AM- 5:00PM) at the CCE 1st Floor. This law is very important as it mandates faster and more efficient transactions to better serve our clients. Moreover, the Civil Service Commission (CSC) has urged all government agencies to revisit their systems and procedures for the purpose of reengineering (if appropriate).

Anent to this, heads and all staff (except one who will receive and release documents) of the above units/offices are directed to attend the seminar. Participating offices should bring their respective Citizen's Charter for revisit and revision to assure compliance of the said law. Respective unit/office heads shall lead in the rewriting the Citizen's Charter of their office.

Anticipating your active participation in this activity.

EDGARDO E. TULIN

*President

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