

Office of the President

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MEMORANDUM CIRCULAR NO. 68

Series of 2016

T O: Key Officials of the University, Concerned Deans/Department Heads/Faculty, Staff and Students

R E: AACCUP Level III Phase 1 Accreditation

Please be informed that the Level III Phase 1 AACCUP Accreditation of our eight (8) undergraduate programs in scheduled on **October 17-22, 2016**. The Accreditors are arriving on Sunday, October 16. To ensure a smooth and successful conduct of this activity, you are hereby requested to:

- Refrain from going on trip during those dates
- Make yourselves available during the interview which is scheduled on October 19 (you will be advised as to the exact time and venue later).
- Research Center Directors are requested to assign personnel to attend to accreditors when they come, visit and make inquiries about their research activities.
- Have the generators ready in case of brownouts.
- Have continuous supply of water particularly in the upper campus
- Keep the offices and surroundings clean and in order.
- Answer politely if the accreditors will conduct an interview.
- Attend the Opening Program on October 17 at 9:00 AM at the Ground Floor, CCE Bldg. and the Closing Program and Exit Conference (exact date, time and venue will be announced later).

Your usual cooperation is enjoined.

EDGARDO E. TULIN

**3** President