

March 19, 1993

MEMORANDUM NO. 38
Series of 1993

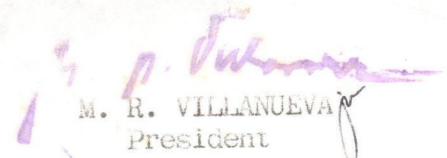
T O: Dr. Lucylen B. Ponce

R E: Undergraduate Academic Gowns

Your office is hereby directed to assume immediate responsibility of issuing and retrieving the undergraduate academic gowns. The responsibility may be assigned to one of your staff members at your discretion. May I point out that this Office cannot tolerate excuses by the former assigned person. The fact that the gowns were still in her possession and she has not been informed of any transfer, it is understood that she should continue assuming the responsibility. It is on record that her copy of the 1993 Committee assignment was received by M. Sta. Iglesia as early as Feb. 18, 1993.

After graduation, we will review our plans regarding the long-term safekeeping of these gowns.

Please be guided accordingly.


M. R. VILLANUEVA
President

cc: Ms. Elena Cabilar