



January 24, 2023

MEMORANDUM CIRCULAR NO. 03

Series of 2023

T O: College Deans and Department Heads

R E: Discussion of Procedure Manuals (PM), Guidelines (GL) and BOR Resolutions

In order for every faculty member and staff of colleges and academic departments/institutes to be aware, understand, and be able to follow approved procedures and guidelines, as well as relevant BOR Resolutions, all college deans and department heads are directed to make it a regular activity in each college or department/institute to discuss relevant PMs and GLs, as well as BOR Resolutions during college and department meetings at the beginning of every semester, and in subsequent meetings whenever a new or revised PM or GL is cascaded by the ODQA, or whenever a new BOR Resolution is released by the Office of the University Secretary. This regular activity should be reflected in the Supervisory Plan of the Dean or the Department Head every semester.

For your guidance and compliance.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs