



6 July 2023

MEMORANDUM NO. 693
Series of 2023

T O: Mr. Gilbert D. Modina

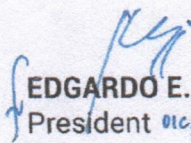
R E: Tree Planting Coordinator for DPBG

You are hereby designated as Tree Planting Coordinator for DPBG, effective July 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Tree Planting Coordinator, you are hereby directed to do the following:

1. Coordinate with the University Tree Planting Coordinator for the schedule of Tree Planting;
2. Inform the graduating students about the schedule of Tree planting and the protocols to follow;
3. Collect payments of graduating students and remit to the Cash Division after securing the order of payment from the Forest Conservation Office of the Department of Forest Science;
4. Present the official receipt to DFS for recording;
5. Guide and supervise the students during tree planting activities; and
6. Make/produce tree planting certificate.

Please be guided accordingly.


EDGARDO E. TULIN
President *oic 7/6/23*

cc: DPBG
DFS
CFES
Records
File