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Memorandum No. ⁵⁶⁸—
Series of 2024

TO: Dr. Elwin Jay V. Yu, VPAF
Louella C. Ampac, FMO Director

RE: Submission of Monthly Electric Bill Reports with Breakdown of Meter
Readings for 2022, 2023, and 2024

FROM: DR. PROSE IVY G. YEPES
University President

DATE: July 1, 2024

It has been observed that for this year, our average monthly electric bill is around Php 3.2 million. In order to enhance our financial monitoring and energy management processes, the undersigned is requesting the submission of detailed monthly reports of the electric bills. These reports should include a comprehensive breakdown of meter readings for the years 2022, 2023, and 2024.

Kindly submit the report not later than July 12, 2024. Your cooperation in this matter is highly valued and will contribute significantly to the university's operational efficiency and sustainability initiatives.

For your information and usual support.

OFFICE OF THE PRESIDENT

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