



25 September 2019

MEMORANDUM CIRCULAR NO. 99
Series of 2019

- T O: All UADCO Members**
Heads of the following Offices:
Supply, Procurement and Property Office
Security Office
Quality Assurance Center
Office of the University Information (Web Team)
Office of the Anti-Sexual Harassment Unit (Office of the Gender & Development)
Office of the International Affairs
Office of Records & Archives
Personnel Records and Performance Evaluation Office
Accounting Office
Budget Office
Cashier's Office
- R E: Workshop on the Functional Structure for the Offices Found in the Proposed 2019 Organizational Structure**

There will be a workshop to fine tune the functions of all units identified in the proposed 2019 Organizational Structure. The output will be submitted to the BOR, with some modification on the final organizational structure as suggested by some members of the BOR.

We will hold the workshop at the 1st Floor of the CCE Building on 2 October 2019, to start at 9:00 am.

Your personal attendance is requested.

EDGARDO E. TULIN
President *bic 9/26/19*