

## Office of the President

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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 1<sup>st</sup> Floor of the CCE Building on 2 October 2019, to start at 9:00 am.

Your personal attendance is requested.



Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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