



31 October 2018

MEMORANDUM CIRCULAR NO. 80

Series of 2018

T O: All Unit Heads/Department Heads/Immediate Supervisors of Offices

R E: Seminar-Workshop on How to Conduct Preliminary and Formal Investigation of Administrative Cases

Results of the Training Needs Assessment (TNA) on Preliminary and Formal Investigations, revealed that majority of the respondents requested for a training/workshop on basic process/protocol in the conduct of preliminary and formal investigations including the preparation of investigation report.

In view of this, the following identified pool of investigators are directed to attend a Seminar-workshop to address the identified need on November 7-8, 2018 at the 1st Floor CCE Building:

1. Dr. Berta C. Ratilla, DA
2. Dr. Suzette B. Lina, DSS
3. Prof. Jesusito L. Lim, DPM
4. Dr. Christina A. Gabrillo, DDC
5. Dr. Luz O. Moreno, DPBG
6. Dr. Norberto E. Milla, DS
7. Prof. Jacob Glenn F. Jansalin, DoPAC
8. Dr. Guiraldo C. Fernandez Jr, DLABS
9. Dr. Analyn M. Mazo, DBS
10. Dr. Ma. Theresa P. Loreto, DBiotech
11. Dr. Bayron S. Barredo, DTE
12. Dr. Rizalina D. Truya, Senior High
13. Prof. Arturo IT. Tambong, DAEng
14. Engr. Jundy R. Castil, DME
15. Dr. Dennis P. Peque, DFS
16. Dr. Moises Neil V. Seriño, DOE
17. Dr. Antonio P. Abamo, DBM
18. Dr. Nancy V. Dumaguing, DCHM

Vision: *The premier university of science and technology in the Visayas.*

Mission: *Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.*



19. Prof. Maria AT W. Tabada, ISRDS
20. Dr. Manuel S. Rona, Alang-alang
21. Dr. Alberto L. Carillas, Isabel
22. Dr. Obdulia G. Camoying, Tolosa
23. Dr. Merlita D. Veloso, Villaba
24. Dr. Victor B. Asio, CAFS
25. Dr. Elwin Jay V. Yu, VSU Infirmary
26. Ms. Andreli D. Pardales, Library
27. Dr. Anabella B. Tulin, OGS
28. Dr. Erlinda S. Vasquez, PhilRootcrops
29. Dr. Ma. Juliet C. Ceniza, NCRC
30. Dr. Feliciano G. Sinon, NARC
31. Dr. Romel B. Armecin, Eco-Farmi
32. Dr. Aleli A. Villocino, COEd
33. Engr. Marlon G. Burlas, GSD
34. Prof. Manolo B. Loreto, Jr., USSO
35. Prof. Jean M. Sapan, IHK

To assure full attendance on this two-day activity, participants are required to designate an Officer-in-Charge to run the affairs of their respective department/units. Participants with scheduled classes are likewise directed to make the necessary arrangements for somebody to take over the classes, or to schedule a make-up classes, if necessary.

For compliance.


EDGARDO E. TULIN
President