



**MEMORANDUM NO. 315**

Series of 2024

TO: **ENGR. MARIO LILIO VALENZONA**

Attn: **Engr. Marlon G. Burlas**  
**Engr. Clint Sarvida**  
**Engr. Eric Sajulga**  
**Mr. Gaspar Arpoceple**  
**Utility/Messenger per College /Department**

RE: **CLEANING AND PREPARATION OF CLASSROOMS FOR ALUMNI  
ACCOMMODATION**

FROM:  **DR. PROSE IVY. G YEPES**  
University President

DATE: **APRIL 12, 2024**

As we prepare for the upcoming Alumni Homecoming on April 24-26, 2024, it has come to our attention that the campus accommodations are limited. Therefore, following the decision made during the UADCO meeting on April 11, 2024, it has been agreed that suitable classrooms will be utilized to accommodate interested alumni.

Hence, kindly facilitate the cleaning and preparing of these classrooms in each college/department to ensure they meet the necessary standards for accommodation. Please ensure the following:

1. Cleanliness and habitability of the suitable classrooms.
2. Adequate lighting in both the rooms and hallways.
3. Clean and well-maintained comfort rooms with a sufficient supply of water.
4. Neat and tidy surroundings of the buildings, ensuring water access points are functioning properly.

For your information and usual compliance.

cc: **College Deans**  
**Department Heads**