



15 January 2020

**MEMORANDUM CIRCULAR NO. 02**  
Series of 2020

**T O: All Concerned Faculty & Staff**

**R E: Issuance of Community Tax Certificate for CY 2020**

Please be informed that staff from the City Treasurer's Office will be available from January 22-24, 2020 at the Administration Building to facilitate the issuance of our Community Tax Certificate (CTC).

For your information and guidance.

**REMBERTO A. PATINDOL**

Vice President for Administration & Finance