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Office of the President

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MEMORANDUM CIRCULAR NO. 27

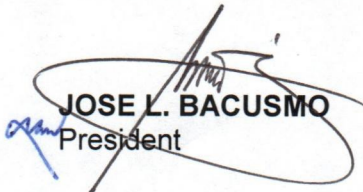
Series of 2009

T O: All College Deans, Department Heads, Professors and Instructors

R E: Production of Instructional Materials/Handouts

In order to safeguard the quality and centralize the production of instructional materials, all College Deans and Department Heads are hereby requested to inform Professors, Instructors and Administrative Staff under them that effective immediately, production of instructional materials/handouts must be coursed through the Multi-Media Development Center (MMDC).

Please be guided accordingly.


JOSE L. BACUSMO
President