



5 September 2018

MEMORANDUM NO. 320
Series of 2018

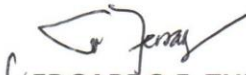
T O: All Department/Unit Heads

R E: Orientation of Newly-Hired Administrative Staff

Please be informed that there will be an **Orientation of Newly-Hired Administrative Staff** on **September 10, 2018** at the **ODAHRD Accreditation Room** right after the opening ceremony of the 118th CSC Anniversary. This is part of the on-boarding program of the University for our Newly Hired Administrative Staff.

Please allow therefore your newly-hired administrative staff to attend this important activity in order to keep them aware of the university's existing policies, rules and regulations as well as to equip them of the skills needed in the performance of their administrative functions.

Please be guided accordingly.


EDGARDO E. TULIN
President *ee*
9/5/18