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Memorandum Circular No. 268
Series of 2024

TO: All Academic Unit Heads

RE: Inventory of ICT Equipment Issued to Academic Units

FROM: DR. PROSE IVY G. YEPES
University President

DATE: November 22, 2024

In line with the need to ensure **proper allocation and utilization of ICT resources**, ICTMC will conduct an **inventory of ICT equipment issued to each academic unit** to gather updated data and assess equipment usage to ensure alignment with the university's operational and academic needs.

The inventory will be need-based, focusing on functional requirements to support the university's objectives effectively. Heads of units are requested to extend full cooperation to the ICTMC team during the inventory process.

ICTMC representatives will coordinate with your respective offices regarding the schedule of the inventory. Kindly ensure the availability of relevant personnel and records to facilitate the smooth and accurate conduct of this activity.

For your information and usual support.

cc: ICTMC Head
All Department Heads
All College Deans
Graduate School Dean
VPAA

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Page 1 of 1
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