



February 3, 2022

MEMORANDUM CIRCULAR NO. 03
Series of 2022

T O: All Chancellors, College Deans and Department Heads/Institute Directors

R E: Compliance to Approved PMs and their Associated Forms

The ISO Second Surveillance Audit is coming in March this year. In view of this, all academic units are reminded to strictly adhere to our approved procedure manuals and their associated forms. Unit heads are directed to discuss these procedures again during your faculty and staff meetings especially if you have newly-hired faculty and staff, or faculty returning from their study leave/sabbatical leave.

For your guidance and compliance.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs