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**T O : ALL CENTERS/INSTITUTES/COLLEGES/DEPARTMENTS/OFFICES/
UNITS**

R E : Human Resource Information System (HRIS) Content Build-Up

In relation to the HRIS content build-up, everyone is encouraged to fill-up his/her own information in the new HR system. This will lessen the load of frontliners in your respective offices and speed up completion of the database.

For your information and compliance.

A handwritten signature in black ink, appearing to read "Remberto A. Patindol", written over a horizontal line.

REMBERTO A. PATINDOL
Vice President for Administration and Finance