

15
January 18, 1990

MEMORANDUM NO. 15
Series of 1990

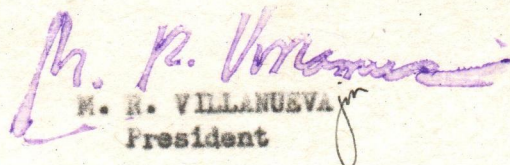
TO: Dr. Perla M. Tan - Chairman
Dr. Jimmy Rosillo - (in place of Mr. Glenn Jansalin)
Dr. Casimiro Carcallas - (in place of Dr. Lucylen Ponce)
Dr. Lelita Gonzal - (in place of Dr. Manuel Palomar)
Ms. Teresita Quiñanola - Secretary
Ms. Lucena Poliquit - Assisting
Ms. Carlita Generoso - Assisting

RE: NCC 33 Evaluation Task Force

As decided during the Executive Committee meeting held on January 16, 1990, you are hereby appointed members of the Task Force to evaluate the NCC 33 form for academic staff with a cut-off date of June 30, 1989. You will be assisted in your work by personnel from our Personnel Office.

In this connection, please familiarize yourselves with the NCC instrument in order to maintain consistency in the assignment of points. You are further advised to take note of the total points obtained by each individual for professional achievement, in excess of the allowed maximum, and rank them from highest to lowest.

Because of the need to submit the evaluated forms to TUP Computer Center by middle of next week, the Task Force is requested to start the evaluation by Friday, January 19th until completed. The Chairman shall convene the Task Force in coordination with the Personnel Office.


M. R. VILLANUEVA
President