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STATE UNIVERSITY

OFFICE OF THE  
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MEMORANDUM CIRCULAR NO. 58  
Series of 2025

TO: **All Directors, Department/Unit Heads and dDRCs and Alternate dDRCs**

RE: **Submission of List of All External Documents**

FROM: **DR. PROSE IVY G. YEPES**  
University President *016 2/13/25*

DATE: **February 12, 2025**

In line with the implementation of the revised External Document Masterlist (FM-QAC-13 v05 01-23-2025), you are hereby requested to submit the External Document Masterlist using the updated form.

Please submit to the Quality Assurance Center the accomplished External Document Masterlist on or before **February 21, 2025**.

For your information and usual support.

cc: QAC

**OFFICE OF THE PRESIDENT**

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