



5 September 2023

**MEMORANDUM NO.** 854  
Series of 2023

**T O:**

<b>Dr. Dilberto O. Ferraren</b>	<b>Ms. Maria Roberta S. Miraflor</b>
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<b>Mr. Gideon Niel D. Tan</b>	<b>Mr. Jerome O. Arribado</b>
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<b>Ms. Merlin Lebante</b>	<b>Ms. Wella Marie D. Alacio</b>
<b>Dr. Michelle C. Tolibas</b>	<b>Dr. Julius A. Abela</b>
<b>Mr. Errol Fernandez</b>	

**Resource Person:**  
**Mr. Toni Marc L. Dargantes**

**Facilitator (s):**  
**Ms. Elvie D. Balbarino**  
**Ms. Lea A. Illustrisimo**

**R E: 2023 Training Workshop on Risk Assessment**

The University has appointed a new Risk Manager and new Deputy Risk Managers. The newly appointed Risk Manager and Deputy Risk Managers should be capable of the risk assessment process, procedure, and tools of the University to fully deliver the assigned tasks. They should be familiar with the university's risk assessment forms and be capable of conducting risk assessments in the offices to which they are assigned.

In this connection, you are invited to attend the **Risk Assessment Training** to equip the Deputy Risk Managers with the risk assessment process, procedures, and tools. The venue is at **JYN's Hotel, Inopacan, Leyte** on **September 11-12, 2023**.

Please bring with you the following:

1. Planning documents of your respective departments/offices.
2. OPCR Accomplishments Jan-June
3. Working Laptop

**OFFICE OF THE PRESIDENT**

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Please prepare your respective travel orders.

Your presence and utmost cooperation are anticipated.

  
**EDGARDO E. TULIN**  
President