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Office of the President

1 September 2014

MEMORANDUM NO. 212

Series of 2014


T O: Engr. Celso Gumaod
Deans of Satellite Campuses

R E: Reorientation Seminar of Security Guards on September 4-5, 2014

Please be informed that as part of the university's desire to improve effectiveness and efficiency in its administrative support services especially in dealing with our immediate clients which are the students, a Reorientation Seminar of Security Guards in two batches will be conducted on September 4 (1st batch) and 5 (2nd batch). This course is expected to empower our security guards how to conduct investigation (*in cognito* and preliminary) and on gun safety. The seminar will orient them on the university's policies on anti-sexual harassment for their safety and likewise to prevent a situation where a student will be subjected to sexual harassment. The above dates are the only free time of Fiscal Rosulo Vivero, hence, the need to make use of his availability.

In view of this, you are requested to make arrangements so that all your security guards can attend said seminar either on September 4 or September 5. Security guards of the satellite campuses can attend the seminar on the dates most convenient to them. Please inform ODAHRD of the dates of their attendance. Attached is a copy of the program of activities.

Please be guided accordingly.


for JOSE L. BACUSMO
President ^{OIC} 9/2/14

PROGRAM OF ACTIVITIES

September 4 & 5, 2014

8:00-8:30 a.m.	Registration	
8:30-9:00 a.m.	Opening Program	
	Invocation	Mr. Jesus Giron Security Guard I
	Pambansang Awit	Ms. Asuncion Arradaza Admin. Assistant II
	Opening Remarks	Dr. Lourdes B. Cano Dir., ODAHRD
	Intermission	Security Guards
	Message	Dr. Jose L. Bacusmo Univ. President
9:00-10:00 a.m.	Human Dynamic Activity	Dr, Lourdes B. Cano Dir., ODAHRD
10:00-11:00 a.m.	VSU Policies on Anti-Sexual Harassment	Atty. Rysan C. Guinocor Attorney IV
11:00-12:00nn	Basic Marksmanship	Engr. Celso Gumaod Chief Security Officer
12:00-1:00 p.m.	Lunch Break	
1:00-2:00 p.m.	How to Conduct Investigation? In cognito & Preliminary	Fiscal Rosulo Vivero VSU Legal Counsel
2:00-4:00 p.m.	Gun Safety	Fiscal Rosulo Vivero VSU Legal Counsel
4:00-4:30 p.m.	Open Forum	Dr, Lourdes B. Cano Dir., ODAHRD
4:30-5:00 p.m.	Closing Remarks	
	Ms. Adelina O. Carreno Emcee	

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