



5 July 2021

**MEMORANDUM NO. 506**

Series of 2021

**T O: All Center Directors, Department/Unit Heads**  
**R E: Designation of Department/Unit-based Health Status Coordinator**

In view of our ongoing fight against mitigating and containing the spread of COVID-19, all Center Directors and department/unit Heads are directed to designate a Department/Unit-based Health Status Coordinator to monitor the health status of personnel in terms of observed symptoms of COVID-19 and coordinate and update USHER on the status of the symptomatic faculty and staff.

Nomination of Department/Unit-based Health Status Coordinator must be submitted to this office not later than July 7, 2021.

For the guidance and strict compliance of all concerned.

  
**EDGARDO E. TULIN**  
President