

OFFICE OF THE PRESIDENT

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Management System ISO 9001:2015

www.tuv.com ID 9108658749

5 July 2021

MEMORANDUM NO. <u>506</u> 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