



28 August 2019

MEMORANDUM CIRCULAR NO. 85
Series of 2019

T O: All Heads of Academic and Administrative Units

R E: Provision of a Skeletal Force

Please be informed that in compliance to the "Ease of Doing Business and Efficient Government Service Delivery (EODB-EGSD) Act of 2018", all academic and administrative offices should continuously operate and deliver services to clientele during regular working days, unless the Office of the University President declares suspension of work and/or classes due to university activities. No office/college/department/unit/institute should be closed during regular working days due to conduct of team building activity, attendance to seminars/trainings, and other activities of the office. There should always be a skeletal force to be retained in the office to attend to the needs of our clients.

For your guidance and compliance.


EDGARDO E. TULIN
President

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.