

## Office of the President

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4 February 2020

MEMORANDUM NO. 38 Series of 2020

T 0:

Ms. Dalisay F. Andres

Ms. Nelsie F. Mondal

Ms. Jessamine C. Ecleo Ms. Jansel Joi C. Villas

Ms. Letty Jean C. Lor

Ms. Maria Louella C. Tambis

Ms. Jennifer E. Ando

Ms. Erlinda S. Valenzona

Ms. Elmera Y. Bañoc

R E:

**Pool of Secretaries** 

You are hereby designated as Member of the Pool of Secretaries for administrative investigation of the university. Anent to this, please attend an Orientation Meeting on February 6, 2020, 9:00 AM at the ISRDS Conference Room.

Please be guided accordingly.

EDGARDO E. TULIN President

CC:

Atty. Rysan C. Guinocor

Records File

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.

Control Number: 20-38