



4 February 2020

MEMORANDUM NO. 38
Series of 2020

T O: 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