



**MEMORANDUM CIRCULAR NO. 69**

Series of 2024

**TO: VPAA, COLLEGE DEANS, DEPARTMENT HEADS**

**RE: USE OF CLASSROOMS DURING THE CENTENNIAL ALUMNI HOMECOMING**

**FROM: DR. PROSE IVY G YEPES**  
University President

**DATE: APRIL 11, 2024**

In preparation for the upcoming Centennial Alumni Homecoming on April 24-25, 2024, it is imperative that we ensure the cleanliness and orderliness of our department's classrooms to accommodate our esteemed alumni and visitors. As agreed upon during the UADCO Meeting on April 11, 2024, classrooms will be utilized for housing our guests during this momentous occasion.

General Services Division (GSD) Personnel will facilitate and assist to help in preparing the classrooms and maintaining their cleanliness to ensure that our facilities are welcoming and conducive to the needs of our alumni and visitors.

For your information and usual compliance.