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Office of the President

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MEMORANDUM CIRCULAR NO. 28

Series of 2013

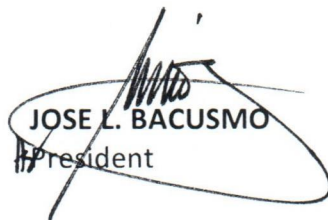
T O: All Department/Center/Office/Unit Heads

R E: Clerical Examination

The Non-Academic Personnel Board (NAPB) in its May 22, 2013 meeting has recommended to revive the policy of subjecting all applicants for clerical positions including those under Job Order status to a written and IQ examination in coordination with the University Student Services Office (USSO). This is necessary in order to upgrade the quality of our clerical support staff. Likewise, JO clerks are considered next-in-rank candidates to regular clerk position in the absence of an eligible casual incumbent.

This memorandum shall take effect July 1, 2013.

For information and guidance.


JOSE L. BACUSMO
President

cc: Dr. Lourdes B. Cano, ODAHRD
Ms. Teresita L. Quiñanola, PRPEO
Prof. Manolo B. Loreto, Jr., USSO
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