

OFFICE OF THE PRESIDENT

13 December 1989

December 12, 1989

MEMORANDUM NO. 193
Series of 1989

TO: All Concerned Administrators and
Other Personnel

TO: Mr. SIXTO P. SANDOVAL

RE: PREPARATION OF ACCOMPLISHMENT REPORT

RE: Substitute of Dir. C. D. Villanueva as member of
Bids and Awards Committee for December 13, 1989

This Office has gathered that honoraria of certain
College officials and other concerned personnel are being

You are hereby designated substitute of Dir. Camilo D. Villanueva
in the Committee on Bids and Awards No. 1 for December 13, 1989 to
join the Committee in Cebu for the scheduled bidding.

For the preparation of the accomplishment
report, please see Mrs. Norma V. Cals for guidance. A simple
format has been devised that is acceptable to the Auditor.

Thank you.

M. R. Villanueva
M. R. VILLANUEVA
President

cc: Mr. Wilfredo C. Valenzona

cc: Mrs. Norma V. Cals