



29 November 2022

MEMORANDUM CIRCULAR NO. 141
Series of 2022

T O: All Clerks, dDRCs & adDRCs

R E: Re-orientation on the Documentary Requirements for Financial and Administrative Transactions


Please be advised that the Office of the Director for Human Resource Management will hold a Re-Orientation on the Documentary Requirements for Financial and Administrative Transactions for Clerks and/or dDRCs/adDRCs on December 5-6, 2022 at the 2nd Floor, CCE Building.

The in-house orientation will discuss the documents required for financial and administrative processes to ensure that we follow the correct procedures and use uniform and standardized forms.

Please fill out the link below for the Online Registration and make sure to follow your respective schedules.

- Clerks/dDRCs from Research Centers (December 5, 2022 – 8:00AM-12:00NN)
<https://forms.gle/rSKVgSk2bLYxRAPn6>
- Clerks/dDRCs from Academic Departments (December 5, 2022 – 1:00PM-5:00PM)
<https://forms.gle/abnZqcDa6Rb83UeQA>
- Clerks/dDRCs from Administrative Units (December 6, 2022 – 8:00AM-12:00NN)
<https://forms.gle/YJoUpanqMGsG8HzX9>

For your active participation and compliance.


EDGARDO E. TULIN
President *oic*
11/29/22