

OFFICE OF THE PRESIDENT

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MEMORANDUM CIRCULAR NO. 28
Series of 2022

T O: All VPs and Heads of Offices Under Each VP

R E: Orientation on the Functions of Offices Especially the Newly Created Office Under the New Organizational Structure

To address one of our NCs during the 3^{rd} IQA conducted in the last quarter of 2021, each VP is directed to conduct an orientation of the different functions and responsibilities of the offices / units under their jurisdiction. Please coordinate with the planning office for the different functions and responsibilities of offices and do this activity before the 2^{nd} Surveillance Audit on March 15, 2022.

OVPPRGAS is requested to spearhead this activity.

For your compliance.

EDGARDO E. TULIN

President