



OFFICE OF THE PRESIDENT

18 February 1984

31

MEMORANDUM NO. 27
Series of 1984


TO: Dr. Federico R. Flores

SUBJECT: Management of the Social Hall

Demands for the use of the Social Hall has been increasing even before the completion of its renovation. To avert conflicts of schedules for its use, you are hereby designated officer-in-charge of this edifice and charged with the responsibility, among other things, of monitoring schedules.

Henceforth, all requests for the use of the Social Hall should be sent to your office for approval.

You are also advised to formulate policies and guidelines for the use and maintenance of the Social Hall for the information of all users.


F. A. BERNARDO
President

cc: Vice President S. S. Go
All dept./unit heads
OSA