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MEMORANDUM CIRCULAR NO. 264
Series of 2024

TO: Chancellors, College Deans, Department Heads and Faculty members

**RE: Participation of Student-Athletes, Coaches, Officials and Working
Committee Members during the 2024 Regional SCUAA Meet**

FROM: DR. PROSE IVY G. YEPES
University President

DATE: November 21, 2024

In relation to the **2024 Regional SCUAA Meet**, scheduled for **December 8-13, 2024, at North West Samar State University (NWSSU) in Calbayog City, Samar**, all instructors and professors are requested to excuse the student-athletes from their classes and/or examination. Furthermore, concerned faculty members are encouraged to make arrangements with the student-athletes regarding their exam schedules and other academic requirements to allow them to fully concentrate on the competition.

Coaches, support officials, and working committee members are also directed to make arrangements for their examinations and other academic and administrative tasks.

The IHK is directed to furnish all offices and academic units with the list of athletes, coaches, officials, and working committee members, categorized by college and/or department.

For your guidance and compliance.

OFFICE OF THE PRESIDENT

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