



16 July 2021

MEMORANDUM CIRCULAR NO. 2
Series of 2021

T O: All Department Heads and College Deans
R E: Survey on the Classrooms/Laboratory Rooms and Human Resources

Please fill out the survey form by department. If there are two or more departments in the building, identify the rooms that you are responsible to maintain.

The Land Use Development and Infrastructure Plan for the University needs some verification of the current status of the rooms (including offices) and the human resources. Do not forget to please include your needs in the future. We are a bit late in our schedule, but we still need to have some basic information from your end. Please scrutinize meticulously your resources together with your plans for the future.

Please submit the filled out survey form to the Planning Office at the OVPPRGAS by 2 August 2021.

Thank you.

DILBERTO O. FERRAREN
Vice President for Planning,
Resource Generation and
Auxiliary Services