



14 January 2019

MEMORANDUM CIRCULAR NO. 07
Series of 2019

T O: Job Order (JO) Clerks and Laboratory Technicians
Concerned Heads of Departments/Units/Offices

SUBJECT: Orientation-Workshop for JO Clerks and Laboratory Technicians on
January 15, 2019

Please be informed that there will be an orientation-workshop for JO clerks and laboratory technicians to be conducted by the ODAHRD on **January 15, 2019 (8:00AM to 5:00PM) at the 1st Floor of the CCE Building**. The workshop aims to: (a) orient the participants on the University's expectations from their services, and (b) come up with a draft of personalized contracts for review by concerned unit heads.

Anent to this, the following JO clerks and laboratory technicians listed below are hereby directed to attend the above-mentioned activity. Heads of department/office/units are likewise requested to allow their JO workers to participate.

OFFICE	NAME	OFFICE	NAME
ACCOUNTING	POSAS, JUBEMARIE	DPM	BAGARINAO, JUNEIL B.
ACCOUNTING	VALENCERINA, SUSAN	DA	UNAJAN, RODERICK
ACCOUNTING	VALENZONA, RANDY	DPBG	OROBILLO, MARISSA N.
ACCOUNTING	VERIL, RANNIE	DFST	OLIVA, EMERLINDA R.
ACCOUNTING	ASILOM, AISID	DAEE	PASA, JANET O.
BUDGET	JAYME, DAVE PETER	DDC	TULIN, JESSE C.
BUDGET	GERALDO, MONA NENA	DLABS	ARABIANA, REINA S.
CASH	NUÑEZ, ROSE ANN	DOPAC	ALIANZA, CAREN G.
CASH	URDANETA, PETER BEN LAURICE	DOPAC	TEJONES, ROSIE G.
CASH	SEDROME, KAREN	DBS	TUMULAK, CHERYL-LAN B.
GSD OFFICE	PIAMONTE, PATRICK	DBS	VALENZONA, BRENDA ME P.
HOSPITAL	GUINAREZ, CHRIS	BIOTECH	APAS, GENALYN M.
HOSPITAL	TULIN, MARIA LIZA	DEPSTAT	BENGALAN, MONNA E.
IASO	TORAJA, LEONARDO	DEPSTAT	ESPINA, FRANCIS D.
INFORMATION	AMORA, ISABELLE MAE	DCE	PONCE, JERSON M.
LEGAL OFFICE	MARTINEZ, CHESKA MAE	DGE	CUEVAS, HAIDE B.

Vision: A globally competitive university for science, technology, and environmental conservation

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

ODAHRD	DEGENION, JONNA	DGE	BAGARINAO, CARLO JIMM M.
OP	PAMAOS, LES ANDRE B.	DTE	ORIAS, JULIE ANN
OVPAF	LUMBRE, JACOB	VLHS	AMIHAN, GUADA FE
OVPAF	TANJAY, MAE Y.	VLHS-3H	CONDE, ALLEN BRYAN
PRPEO	VILBAR, CARREN MAE B.	DCHM	ESCUADRA, JAMES B.
SPPMO	TEROL, LOVELY	CON	CODOG, JANNET LESLIE EVELYN S.
SPPMO-PROCUREMENT	ISRAEL, JAN FRANCIS	DFS	MUERTIGUE, JESIBEL L.
SPPMO-PROCUREMENT	FERNANDEZ, LINDON	DFS	BALDOS, ODELO B.
SPPMO-PROCUREMENT	JAGONOS, LIZA ANN	NSTP	DAMPIOS, MARLON V.
SPPMO-PROCUREMENT	BASLAN, JONAS A.	REGISTRAR	ESPINA, CRISTINA S.
SPPMO-PROCUREMENT	LAYOLA, LESTER G.	REGISTRAR	MONDAL, NELSIE F.
SPPMO-PROCUREMENT	LUMANTA, JERIC	REGISTRAR	BALO, MARIA PRECILLA P.
SPPMO-PROCUREMENT	TALISAYSAY, DEXTER JUN	REGISTRAR	RESTOR, CHRISTAN MIKHAEL
OGS	POSAS, MARICAR	LIBRARY	ANIB, JOSE DANIELO S.
OPO	TUYAN, WINDY	LIBRARY	FERNANDEZ, RHEA ANGELIE M.
OVPI	NAZAL, VANESSA W.	LIBRARY	MORQUIANOS, AIREEN T.
OVPI	ESTRERA, AIDA L.	LIBRARY	URATE, LIZA G.
OVPI	NAZAL, VANESSA W.	USSO	GUCELA, JUNARD C.
OVPI	ESTRERA, AIDA L.	USSO-ADMISSION	MANZANO, CYNTHIA Y.

Please be guided accordingly.



EDGARDO E. TULIN
President