



21 February 2022

**MEMORANDUM NO.** 159  
Series of 2022

**T O: All Concerned**

**R E: Designation as Program Coordinators for Continuing and Professional Development (CPD) Trainings**

You are hereby designated as Program Coordinators for Continuing and Professional Development (CPD) Trainings relevant to your profession effective immediately until December 31, 2022.

Profession	Program Coordinator
Chemists	Mr. Yssakhar A. Salas
Veterinary Doctors	Dr. Harvey P. Portugaliza

As such you are to exercise the following functions:

1. Provide advice to the Head in the planning and design of CPD trainings programs that are needed/suited the needs of the faculty members concerned;
2. Assist the Head in the implementation of CPD trainings of which s/he is the Program Coordinator; and
3. Assist the Head in the filling-in of the Report of Completion to be submitted to Professional Regulation Commission.

Moreover, they are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President