

February 27, 1990

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MEMORANDUM NO. 45
Series of 1990

T O: All Unit Heads

R E: Conversion of Status of Appointment

Please be advised that conversion of status from temporary to permanent shall as a general procedure have to pass through our established internal procedure, notwithstanding pertinent laws related to the issue. Change of status should be endorsed by the immediate supervisor for review by the Personnel Boards which will in turn endorse it to the College President for approval. However, in case of non-academic personnel, the President may waive the indorsement of the Personnel Board if he feels confident he can already make judgment based on the merit of the case. Permanent appointment shall take effect upon approval or as decided by the Board of Trustees.

For information and guidance.

M. R. Villanueva
M. R. VILLANUEVA
President