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Office of the President

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MEMORANDUM NO. 126

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**T O: Ms. Rebecca B. Napiere
Ms. Roberta C. Lemos
Dr. Edgardo E. Tulin
Dr. Misael T. Diputado, Jr.
Ms. Epifania G. Tudit**

R E: Constitution of the Management Committee of the University Bookstore

With Ms. Rebecca B. Napiere as Chairperson and Ms. Epifania G. Tudit as Secretary, please constitute yourselves into the Management Committee of the University Bookstore with the following functions:

1. To operate and manage the University Bookstore profitably as one of the IGPs of the university effective August 1, 2005.
2. To prepare and recommend management policies and strategies to put into place internal control of its operations.
3. To distribute the duties and responsibilities among the management committee members in support to the salesgirl who will be hired on full time status.
4. To perform such other functions to ensure profitable operation of the University Bookstore.

Please be guided accordingly.

PACIENCIA P. MILAN

President