



19 October 2023

MEMORANDUM CIRCULAR NO. 160
Series of 2023

**T O: All Heads of Offices/Departments/Centers/Institutes/Unit Leaders,
Utility Workers and Project-based Laborers**

R E: "Alay Linis"

In view of the upcoming Regional SCUAA Games on October 22-27, 2023, **project-based laborers and utility workers** are directed to participate in a **half day "Alay Linis" activity today, October 19, 2023, starting at 1:30 pm onwards.**


The following are the Persons-In-Charge of the different areas:

PERSON IN-CHARGE	AREA ASSIGNMENT
Dr. Daniel Leslie S. Tan – VP for Administration and Finance	Upper sports facilities and oval
Dr. Ma. Juliet C. Ceniza – VP for Research and Extension	
Dr. Charis Limbo-Rivera	
Engr. Mario Lilio P. Valenzona and Dr. Shalom Grace C. Sugano	
Concerned Heads	

Assigned areas are expected to be free from any unwanted vegetation and garbage.

Moreover, Engr. Marlon G. Burlas is directed to provide logistic support (lawn mowers, tractors, trailers, dumptrucks, etc.)

Your cooperation is highly expected.


EDGARDO E. TULIN
President *10/19/23*