



3 July 2017

MEMORANDUM NO. 288

Series of 2017

**T O: All Vice Presidents, College Deans, Directors & Office / Department Heads
Concerned (Including External Campuses)**

R E: Seminar-Workshop on Coaching and Linking Performance Results

The university is a candidate for Level III accreditation under the PRIME-HRM of the Civil Service Commission. However, there are areas for improvement under SPMS which is on coaching and linking performance results to learning and development. Thus, a Seminar-Workshop with expert from the Civil Service Commission as resource person is scheduled on **July 12, 2017, RDE Hall, starting at 8:00 am.**

In this regard, all Vice Presidents, College Deans, Directors & Office/Department Heads are directed to attend this very important seminar. Attendance by academic department heads is a must especially that they are always required to coach their faculty with negative comments from the students. All Heads of units/offices who are participants to this one-day seminar are directed to designate an Officer-In-Charge to ensure smooth transactions in the office while attending this activity.

For compliance.

EDGARDO E. TULIN
President