



2 January 2020

MEMORANDUM NO. 1
Series of 2020

T O: All VPs, Deans, Center Heads, Department, Office and Unit Heads

R E: Hold-Over Capacity

In the absence of new appointments, you are hereby directed to continue functioning on hold-over capacity in your present administrative assignments until new appointments are issued.

Please be guided accordingly.

EDGARDO E. TULIN
President