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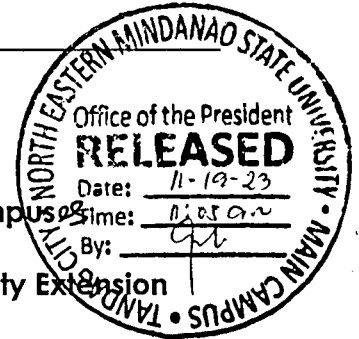
MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 10 - 024 2023

TO : Extension Director and Extension Heads across Campuses

SUBJECT : **2-Day Virtual Workshop on the Finalization of University Extension Manual**

DATE : October 19, 2023



Please be informed that a **2-Day Virtual Workshop on the Finalization of University Extension Manual** has been scheduled on **October 3-4, 2023, via Google Meet**. This activity is aimed at updating and refining standardized procedures and guidelines for planning, implementing, and evaluating extension programs, projects and activities in the University to ensure consistency and clarity in the delivery of extension services.

Below are the workshop details for your reference:

Date : October 3-4, 2023
Time : 8:00am to 5:00pm
Platform : Google Meet
Link : <https://meet.google.com/joo-ahs-yuw>

Your prompt attendance and active involvement in this workshop will greatly contribute to the advancement of our extension programs and initiatives, ultimately benefiting the communities we serve.

For guidance and compliance.


NEMESIO G. LOAYON, PhD
SUC President III

Cc: Campus Directors