



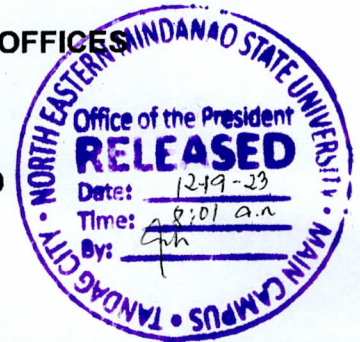
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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 12 – 0 13 , s. 2023

TO : CAMPUSES, COLLEGES, AND ALL CONCERNED OFFICES
FROM : The Office of the University President
SUBJECT : CONDUCT OF YEAREND ASSESSMENT 2023 AND PROGRAMMING FOR FY 2024
DATE : December 18, 2023



In light of the series of issuances released by the Office of the Governor of the Province and City Mayor of Tandag ordering all government offices to defer or cancel the conduct of Christmas parties, year-end gathering and get together, as a result of the strong earthquake and aftershocks that followed, and to ensure the safety of our clients, faculty and staff, this year's yearend assessment activity by the campuses will be conducted through hybrid/online modality on December 19-21, 2023.

The campuses are instructed to implement all necessary arrangement and preparation to ensure the implementation of a seamless hybrid/online yearend assessment with the participation of all implementing units which includes the colleges, departments, support and administrative offices to ensure the documentation and submission of all required forms and requirements on time. Incentives and rewards will be given to all units that are compliant with complete attachments.

Campuses are also instructed to coordinate with their respective planning units for guidance, flow of workshops/assessment, and uniformity of forms and templates.

For information and strict compliance.

Digitally signed by
Loayon Nemesio
Gallardo
Date: 2023.12.18
08:33:50 +0800

NEMESIO G. LOAYON, Ph.D.
SUC President III