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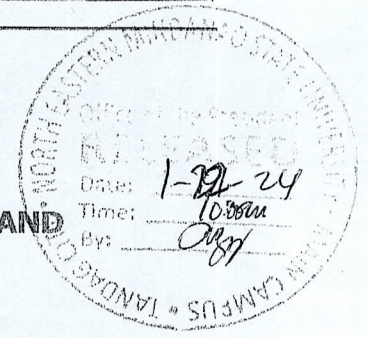
**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 01-027 s. 2024**

**TO : ALL PERSONNEL, OFFICE OF THE PRESIDENT AND RECORDS SECTION**

**FROM : SUC President III**

**SUBJECT : PERFORMANCE TARGET SETTING SESSION**

**DATE : January 22, 2024**



This is to inform all personnel that a Performance Target Setting Session will be conducted on January 24, 2024, from 8 AM to 5 PM. The venue will be announced shortly.

All attendees are required to bring their position description form or duties and functions for Job Order (JO) positions as outlined in their contracts. Additionally, please bring laptop, extension wire, bond paper, and printer for the session.

Strict adherence to participation is mandatory. Failure to produce output during the session will result in the non-issuance of a Certificate of Participation and Appearance.

Your cooperation in this matter is highly appreciated.

Thank you.

*for: [Signature]*  
**NEMESIO G. BOAYON, PhD**  
SUC President III