

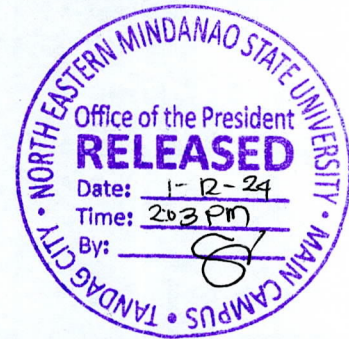


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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 01 - DLB - s. 2024**

**TO: All Unit Heads under the Office of the SUC President**  
**SUBJECT: Notice of Meeting**  
**DATE: January 12, 2024**



In the spirit of unity and cooperation, all unit heads are requested to take part in the meeting today.

**Meeting Details:**

Date: January 12, 2024

Time: 3:00 PM

Location: Administration Building, 2<sup>nd</sup> Floor, New Board Room

This meeting will discuss about the benchmarking activities of each units and the future plans for F.Y. 2024. Your presence will be vital as we seek to establish a strong partnership among each units and its personnel.

Your active participation in this orientation is greatly appreciated as we embark on this initiative to acknowledge outstanding contributions in public service.

For your information and strict compliance.

**NEMESIO G. LOAYON, PhD**  
SUC President III