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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 02 - 036, s. 2024

TO: **MS. LEA GURIMBAO**
Administrative Officer V (Quality Assurance)

FROM: SUC President III

SUBJECT: **CONDUCT OF ORIENTATION AMONG PERSONNEL OF ALL UNITS IN THE OFFICE OF THE PRESIDENT REGARDING CORRECTIVE ACTION FORMS AND OTHER MATTERS RELATIVE TO QUALITY MANAGEMENT SYSTEM**

DATE : February 26, 2024



Your good office is hereby directed to conduct an orientation either onsite or online, on the accomplishment and implementation of the Corrective Action Forms and other matters relative to the University's Quality Management System, given that the offices under the Office of the President are among the new existing units in the Revised Organization and Staffing Standards for SUCs- Phase I.

Your preferential attention to this matter is highly enjoined.


NEMESIO G. LOAYON, PhD
SUC President III