



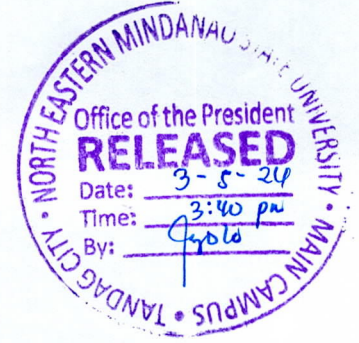
MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. D3 - 005, s. 2024

TO: All Unit/Office Heads under the Office of the President

**SUBJECT: ORIENTATION ON THE CORRECTIVE ACTION FORM (CAF)
FOR UNITS/OFFICES UNDER THE OFFICE OF THE
PRESIDENT**

DATE: March 5, 2024



The Office of the President through the Quality Assurance Office will be conducting an Orientation on Corrective Action Form (CAF) on March 7, 2024 at 9:00 AM via Zoom. Link will be given through the OP Units messenger group chat.

Participants to the orientation are the personnel of all the units/offices of the Office of the President.

The orientation will help the units/offices properly accomplish the CAFs and for these to be closed.

Digitally signed by
Loayon Nemesio
Gallardo
Date: 2024.03.05
15:37:48 +0800

NEMESIO G. LOAYON, PhD
SUC President III