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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 04-028, s. 2024

TO: DR. RICARDO M. CASTRODES
Instructor I, Department of Public Administration

FROM: SUC President III

SUBJECT: UPCOMING TRAVEL TO THE UNIVERSITY OF THE PHILIPPINES

DATE: April 15, 2024



In view of the required documents to be submitted to the HRMO, please be informed that for now, you will be replaced by Ms. Flordeliza Torico in the travel to UP regarding the seminar/training you are supposed to attend to.

Please facilitate travel requirements with Ms. Torico for a smooth transition.

Thank you very much.


NEMESIO G. LOAYON, PhD
SUC President III

Cc: Ms. Flordeliza Torico