

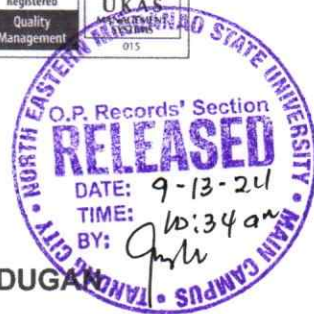


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09-027

**MEMORANDUM s. 2024**

**TO :** JOEBERTH A TEO, JAMAL V. ESPINOZA, ROAN D. HANDUGAN,  
ROMANITO QUINTANA, CRUSELO MALINAO, MC DONALD AMPARO

**FROM :** SUC PRESIDENT III

**SUBJECT :** INSTALL TARPAULIN FOR ICMAR 2024

**DATE :** September 12, 2024

In the exigency of service, you are hereby instructed to install the tarpaulin needed for the ICMAR 2024 in areas as identified. The research unit and the general services shall supervise the said installation to consider the safety and provision of all necessary logistics of the activity. Hours incurred outside the official time shall be charged to overtime subject to the counting rules and auditing. Attachment such as pictures and accomplishments shall be provided during claim. All traveling expenses is chargeable to the research and extension fund. For compliance.

**NEMESIO G. LOAYON, Ph.D.**  
SUC President III

BY THE AUTHORITY OF THE UNIV. PRESIDENT

ABUNDIO C. MORALES, ED. D.  
VP for Administration and Finance

SEP 13 2024