



**MEMORANDUM No. 68 - 2010**

TO : **ALL OFFICIALS CONCERNED**  
This University

FROM : **SERAFIN L. INGOHAYON, Ph.D.**  
University President

SUBJECT : **ADDENDUM TO THE SECRETARIAT MEMBERSHIP FOR THE  
SUC LEVELING AND PREPARATION AND SUBMISSION OF  
DOCUMENTS**

DATE : November 9, 2010

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1. As per Memorandum No. 65 s. 2010, an Ad-hoc Committee was created to facilitate the preparation of documents for the SUC leveling.
2. For efficiency and completeness of documents to be prepared by the Secretariat, the following members are included as Secretariat to work on their respective area of responsibility:
  - Mrs. Cherry Ann Bumidang - Scholarship
  - Mrs. Cherry Ann Ngilin - Academic Matters (Faculty Load)
  - Mr. Lesley Dimog - Extension and Training
3. If necessary, you can work overtime to ensure submission of a well prepared, well supported/ documented and complete report ON TIME. Expenses to be incurred will be borne by the university funds.
4. The Committee is likewise authorized to gather data or information on said KRAs from the various offices or compel office officials and personnel to provide the same.
5. Please refer to the aforementioned memorandum for your reference and guidance.
6. For your commitment.

Cc: All ADCO Members, All SUC Leveling Committee Members, Records, file