



*Office of the President*

**MEMORANDUM No. 07 S, 2014**

**FROM: DR. SERAFIN L. NGOHAYON**  
 University President

**TO:**

Ms. Joyce Bodah	Chairperson
Ms. Marites Bumidang	Member (RDET concerns)
Ms. Generose Ognayon	Member (Academic concerns)
Ms. Cherry Ann Bumidang	Member (General administration concerns)
Mr. Jeremy Gawongna	Member (Documentations)

**SUBJECT: Designation of the planning secretariat for the planning workshop on February 20-22, 2014 and other related activities.**

**DATE:** February 3, 2014

In view of the forthcoming planning workshop to be held at the Paraiso Novo Vizcayano Eco-Park, Diadi, Nueva Vizcaya on February 20-22, 2014 and other planning related activities, you are hereby designated to compose the planning secretariat for these purposes. As such, you are advised to join in the planning activities at the different campuses as scheduled. Your duties and functions are as follows;

1. Ensure that communications are prepared and disseminated to all campuses.
2. Ensure the preparation of venue and lodging assignment.
3. Ensure the preparation of programs of activities.
4. Assist all groups in the presentation and finalization of outputs. Secure the soft copies of presentations ahead of time so as not to cause delays.
5. Secure, provide and make available all the needed supplies for all activities.
6. Prepare a chronological account of the activities conducted for the whole duration of the workshop inclusive of attendance.
7. Collate and prepare a draft of the plan for review.
8. Finalize and reproduce the planning out puts.

For these particular activities, you are advised to take instructions from the vice president for planning and resource generation.

For your commitment.

Copy furnish:

- 1 Vice president for planning and resource generation
- 1 Vice president for academic affairs
- 1 Vice president for research development, extension and training
- 1 Chief Administrative Officer
- 1 All campus directors

*Instruction*      ☆      *Research*      ☆      *Extension*      ☆      *Income Generation*