

1 August 2017

<<NAME>>

Dear Ms.

Greetings!

Preparations are now underway for the administration of the UPCAT on August 1, 2017 in U.P. Diliman as well as in 8 UPCAT Regional Testing Centers nationwide. Around 5,000 examinees are expected to take the test.

Over the years, the successful administration of the UPCAT has depended largely on the whole-hearted support and commitment of the U.P. faculty and staff. It is for this reason that we are seeking your assistance and inviting you to be one of our EP for UPCAT.

Whether or not you are available to serve this year, kindly accomplish and return the enclosed UPCAT Directory Information form as soon as possible.

Please confirm at soonest possible time your attendance to the briefing session with our office thru Merlie or May at 926-4002 or UP loc. 3827.

Thank you very much for your cooperation and continuing support.

Very truly yours,