



OFFICE MEMORANDUM No. 25, Series 2020

TO : MEILAFLOR A. PACLIBAR, MEP-COE
Dean, College of Engineering

: RANDY T. BERINA, MAT
Dean, College of Industrial Technology

: CECILIA E. GENER, MIT
Dean, College of Computer Studies

FROM : ELMER C. BUENAVIDES, DIT
Campus Director, Isulan Campus

SUBJECT : OFFICERS IN-CHARGE

DATE : June 23, 2020

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1. You are hereby directed to act as officers-in-charge of the campus on June 24, 2020, while the Campus Director is on leave for a family and personal concerns.
 2. Facilitate and monitor the ongoing enrolment for Midyear Term 2020 and 1st Semester AY 2020-2021.
 3. Monitor the ongoing construction of the Academic Buildings inside the campus with the assistance of the assigned engineers.
 4. Manage all utility workers in cleaning up the campus surroundings.
 5. Perform other tasks as deemed necessary.
 5. A report must be made upon the return of the Campus Director.