



Republic of the Philippines  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
**QUEZON CITY BRANCH**

**Distinguished Organization of Management Technologist and Corporate Specialist**



June 21, 2021

**PROF. EDGARDO S. DELMO**

Branch Director

PUP Quezon City Branch

THRU:

**PROF. DORIS B. GATAN**

Head, Office of the Academic Affairs

**PROF. DEMELYN E. MONZON**

Head, Office of the Student Affairs and Services

**DANILO R. MERCADO JR.**

President, Supreme Student Council

Dear Prof. Delmo,

Good day!

The **Distinguished Organization of Management Technologist and Corporate Specialist (DOMT.CS)** of Polytechnic University of the Philippines Quezon City Branch will be upholding a webinar entitled “ **Health Records and Management of Polytechnic University of the Philippines Quezon City Branch**” on **June 21, 2021 at 1:30 PM- 3:30 PM** via **Zoom-Cloud Meeting Room and Facebook Live**. We have invited **Mrs. Julita Cruz-Bayaga, MPM, FMTP**



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**Supervising Administrative Officer Health Information and Management Department** as our resource speaker who has great knowledge and a specialist due to years of studying and experience in that topic.

As part of its endeavors, DOMT.CS will help third year DOMT students to meet their needs and organize their webinar led by their professor **Prof. Rosanna Florencia A. Ulep, DMD, MPH** a faculty member of Dental Services Department in PUP Quezon City branch.

The objectives of this event are as follows:

To help our students and others who are interested in medical assistant who helps patients by providing information, services, and assistance. Verifies patient information by interviewing patient, recording medical history, and confirming purpose of visit. Secures patient information and maintains patient confidence by completing and safeguarding medical records; and keeping patient information confidential. To prepare students for a career in medical assistant by gaining a great understanding of the correct use of health information and management.

We are hoping for your warm support. Thank you and God Bless.

**JEDDAH RECTO**

*DOMT 3-1 Group 5 Leader*

**KAREN FAITH S. JACINTO**

*President, PUPQC DOMT.CS*

Noted by:

**PROF. SHERYL MORALES**

*Adviser, PUPQC DOMT.CS*