



Republic of the Philippines
LEYTE NORMAL UNIVERSITY
Tacloban City
Community Extension Services Office

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OFFICE ORDER

Unnumbered, s. 2018

December 7, 2018

To: DR. LAS JOHANSEN B. CALUZA

FROM: DR. JUDE A. DUARTE

You are hereby directed to conduct the **Needs Assessment and Confirmation of the result of Needs Assessment** on December 11, 2018 at **10:00 AM-5:00 PM** at Selected DepEd School in the Division of Tacloban City.

This is part of the delivery of your activities for community extension services. As such, you are to submit the following to the Community Extension Services Office:

- a. Extension Activity Attendance Monitoring Form
- b. Attendance Sheets
- c. Program
- d. Picture/s

For your guidance and compliance.

JUDE A. DUARTE, DPA
University President

c.c. President's Office
Records
Person Concerned
File (1)