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June 9, 2014

**OFFICE ORDER**

Unnumbered, s. 2014

**TO:**

***Project Leader:***

**MR. LOWELL A. QUISUMBING**

***Lecturers:***

**DR. ROMMEL L. VERECIO**

**DR. LAS JOHANSEN B. CALUZA**

**PROF. DEVINE GRACE D. FUNCION**

**PROF. MICHELINE A. GOTARDO**

**MR. JEFFREY C. CINCO**

**FROM: DR. JUDE A. DUARTE**



You are hereby directed to conduct the **Computer Literacy and Enhancement Program (CLEP)** to the **Barangay 106 Santo Niño, Tacloban City** as your **Community Extension Services Program** for **SY 2014-2015** to be held at LNU Computer Laboratories.

As such, you are to submit the following to the Community Extension Services Office:

- a. Extension Activity Attendance Monitoring Form
- b. Program of the Activity (photocopy)
- c. Certificate of Appearance/Participation/Recognition (photocopy)
- d. Attendance Sheets of Participants- for Lecturer/Resource Speakers
- e. Pictures/s

For your guidance and compliance.

**JUDE A. DUARTE, DPA**  
University President