Republic of the Philippines

Pangasinan State University

Lingayen, Pangasinan

August 31, 2023

**OFFICE ADVISORY NO. 76-B**

**Series 2023**

TO: **All Campus Executive Directors**

Attention: **All Campus Accountants**

**Student Services Coordinators**

**Subject: Hiring of STRANDERS for First Semester 2023-2024**

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1. All Campuses are allowed to hire **STRANDERS** (Student Assistants, Research Assistant and Teaching Assistants) in consideration of the following:

1. fund availability as certified by campus accountants and approval of the Campus Executive Director;
2. prioritization of assistants to offices identified in the attached guideline.
3. reporting is at least one (1) hour and maximum of four hours a day.
4. conduct of orientation by the student services coordinators before deployment;
5. observance of health protocols by the assistants at all times; and

2. Please see the attached guidelines as a reference.

3. For your information and guidance.

**Prof. CELESTE T. MERCADO**

Director, Student and Alumni Affairs

Noted:

**Dr. MANOLITO C. MANUEL, Ed.D.**

Vice President for Academic and Student Affairs