




Office of Student Regent

MEMORANDUM

TO/ FOR: **ALL COLLEGE DEANS**
PROGRAM/ DEPARTMENT CHAIRPERSONS
FACULTY MEMBERS
DIRECTORS/ CHIEFS OF OFFICES
This University

FROM: 
HON. ANGELO PIOLO M. LAYNES
President, Federated College Student Council/ Student Regent

DATE: **APRIL 28, 2023**

SUBJECT: **REQUEST TO EXCUSE ALL STUDENTS OF CATANDUANES STATE UNIVERSITY TO ATTEND THE GENERAL ASSEMBLY AT CatSU GYMNASIUM FROM 3:00 PM – 10:00 PM**

May it be informed that the students of Catanduanes State University are requested to be excused from their respective classes today, April 28, 2023 to attend General Assembly spearheaded by the Federated College Student Council at CatSU Gymnasium from 3: 00 PM – 10:00 PM.

The observance of the minimum standard health protocols will highly be executed.

Attached herewith is the approved letter request for your perusal to the respective office.

Attendance is highly enjoined.

Please be guided.

For wide and comprehensive dissemination.

NOTED:

GEMMA G. ACEDO, Ph.D., DIT.
Vice-President, Academic Affairs

LILY P. CUSTODIO, Ph.D., CPA
Executive Vice-President

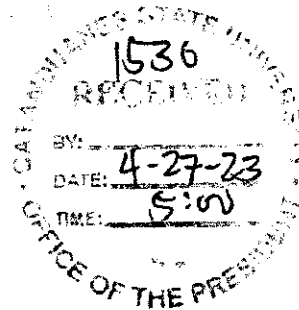
PATRICK ALAIN T. AZANZA, Ph.D., J.D.
SUC President III



Federated College Student Council

April 27, 2023

DR. PATRICK ALAIN T. AZANZA
SUC President III
This University



Sir:

Greetings!

The Federated College Student Council (FCSC) will organize a General Assembly on April 28 and May 2, 2023, 3PM to 10PM, at the CatSU Gymnasium to thoroughly examine the proposed Constitution and By-Laws by allowing the students to be involved. This activity will give them a voice to share their thoughts, suggestions, and comments about the proposed changes.

In line with this, may we ask your good office for permission to allow us to host this event and to utilize CatSU's facilities and properties, to wit:

- a) CatSU Gymnasium
- b) Sound system (microphones and speakers)
- c) 200 monobloc chairs
- d) Six (6) standby medics from the university clinic
- * e) Sound system operators (at least 2 on (Overtime))

Furthermore, we are respectfully requesting for your permission to excuse the student leaders and the students who are present during the day of the assembly from their respective classes for them to be able to participate in the event. The FCSC will also coordinate with the StaCap Toda to ensure the transport and mobility of the students after the event.

Attached in this letter is the activity proposal and the proposed program of the event.

Your approval for this request is earnestly awaited.

Thank you!

Respectfully,

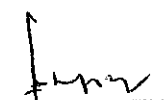

ANGELO PILOLO M. LAYNES
FCSC President/Student Regent

Noted:


GLENN PAUL R. LOPEZ, MBA
FCSC Adviser

Recommending Approval:


JENA T. PEREZ, RL
Supervisor, Library Services


ERLYN P. TUNO
Admin Officer V, Supply Services



Federated College Student Council


JOHN CYRUS B. FRANCIS, MAEd.SPEd.
Director, OSADS
Services


DR. FELIX C. MA
Head, Medical and Dental


GEMMA ACEDO, Ph.D, DIT
Vice President, Academic Affairs


LILY P. CUSTODIO, Ph.D., CPA
Executive Vice President

*A. Create the study Health
protocol of students.*

Approved:


PATRICK ALAIN T. AZANZA, Ph.D., JD
SUC President III