



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS  
College, Laguna, Philippines 4031

Office of the Vice-Chancellor for Administration

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18 October 2017

**MEMORANDUM NO. 36**

Series of 2017

**T O: All Vice Chancellors, Deans, Directors and Unit Heads**

**SUBJECT: Postponement of Seminar on the "Role of UPLB Executives on the Procurement Process"**

In view of the 2<sup>nd</sup> IGEARD International Conference on 19-20 October 2017 to be participated by UPLB Faculty members, the scheduled seminar on the "Role of UPLB Executives on the Procurement Process" on 20 October 2017 is postponed. The said seminar will be held on 03 November 2017, Friday, 9:00 a.m. to 3:00 p.m. at TREES, CFNR.

As indicated in the previous OVCA Memorandum No. 33 dated 11 October 2017, all UPLB Executives are encouraged to attend the said activity. Kindly confirm your attendance to the BAC Secretariat Office c/o **Ms. Judith Unson** or email scanned copy to [judithunson77@gmail.com](mailto:judithunson77@gmail.com) of the reply slip on or before **27 October 2017**. You may also call the BACSec Office at (049) 544-0382 or (049) 252-2051.

For your guidance.

**CRISANTO A. DORADO**  
Vice Chancellor

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**RETURN SLIP**

**Role of Executives in the Procurement Process**

03 November 2017, 9:00 a.m. to 3:00 p.m.

TREES, CFNR

NAME	DESIGNATION	UNIT	SIGNATURE