



OPISINA NG BISE TSANSELOR PARA SA GAWAING PANGKOMUNIDAD

UNIBERSIDAD NG PILIPINAS DILIMAN

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26 February 2019

Memorandum No. JECL – 19 – 14


TO : All Deans, Directors, Heads of Units, Faculty, REPS, Staff and Students

SUBJECT : Requests for OVCCA-managed services

The OVCCA has been receiving requests for various services such as the use of grounds, entry of vehicles, posting of tarpaulins, among others, on a very short notice.

We are appealing that such requests be sent to our office at least three (3) working days before the scheduled activity/event to give us ample time to assess them.

Thank you very much for your cooperation.


JOSE ERNIE C. LOPE
Vice Chancellor for Community Affairs