



22 August 2022

**MEMORANDUM NO.** 633  
Series of 2022

**T O: All Colleges, Research Centers**  
**R E: Cleaning of Office and Building Landscapes for Photoshoot**

The university is nearing its centennial celebration and we are preparing a centennial book to be launched in 2024. In regards to this, our staff for the centennial book will conduct a photoshoot of your office and building landscapes on August 30-31, 2022.

Please be advised to have your landscapes and units ready to make it presentable during the photoshoot.

Your cooperation is highly appreciated.

  
**EDGARDO E. TULIN**  
President *oic 8/22/22*