



## MEMORANDUM

No. 02, Series of 2024

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DATE : **07 JULY 2024**  
TO : **FACULTY AND STAFF**  
RE : **COLLEGE OFFICER-IN-CHARGE**

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I would like to inform the Magsaysay College Community that I will be out from **July 8 to July 9 2024**.

During my absence, the incoming Director of Student Life and Formation **Mr Don T Cahilog** will serve as Officer-In-Charge to ensure smooth operations.

The office of the College President has my contact details and I am readily reachable.

All personnel of the college are hereby directed to give their full support and cooperation.

God bless us all!

*(Sgd)*  
**Ricky S Tadlip, PhD**  
College President