



University of Southeastern Philippines
Office of the President

03 January 2022

SPECIAL ORDER
No. 196, s. 2022

TO : **JUNIL A. ALTES**
This University

SUBJECT : **DESIGNATION AS COLLEGE MODERATOR OF THE UNI-WIDE YEARBOOK**

In the exigency of the service, and in addition to your duties as faculty of the College of Arts and Sciences, you are hereby designated as **College Moderator of the Uni-wide Yearbook**.

As college moderator, you shall be responsible for coordinating with colleges including the gathering of content for the production of the University’s yearbook this school year. Likewise, you are expected to perform duties and functions in accordance with the interim policies.

As College Moderator, you are expected to abide by the policies and procedures of the University including the handling of information and data as prescribed in our Data Privacy Policy.

This Order shall takes effect immediately and will remain in force until **31 December 2022** unless sooner revoked by a competent authority.

LOURDES C. GENERALAO
President

Conforme:

JUNIL A. ALTES

UNIVERSITY RECORDS OFFICE
OFFICIAL RELEASE

ROBERT C. SATORRE
UNIVERSITY RECORDS OFFICER

By *Clent Ian Acojedo* at 2:17:48 PM, 02/17/2022

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