



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA

(University of the City of Manila)
General Luna Street corner Muralla Street
Intramuros, Manila, Philippines



Office of the University President

MEMORANDUM CIRCULAR
No. MC-14-0527-01

SUBJECT : **Regular updating of the mobile contacts database of the Official CEP Media**

TO : Heads of Academic and Administrative Offices

DATE : 27 May 2014

Part of our institutional direction, which institutionalization has been translated into a well-preserved convention, is to effectuate an enhanced communication among the PLM stakeholders.

Towards this end, to effect information sharing for a better understanding of our programs by the public, the birth of the **Official CEP Media** tools was a strategic intervention. One such tool is the Official PLM InfoBoard -- a gateway medium for a score of mobile services, including text broadcasts for official advisories and institutional information.

To aid the Official CEP Media in the content management and messaging, it needs to collate separately the contact details of our employees (faculty and staff), as well as the block presidents and secretaries, among others. Following the forms already in use for said purpose, pls. submit the filled-up copies to the ITC.

Thank you.


ARTEMIO G. TUQUERO
University President