



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

MEMORANDUM FROM THE CHAIRPERSON

FOR : ALL CHED CENTRAL AND REGIONAL OFFICE DIRECTORS
ALL PRESIDENTS/ HEADS OF PUBLIC AND PRIVATE
HIGHER EDUCATION INSTITUTIONS (HEIs)

SUBJECT : PARTICIPATION AT THE 2013 SEMINAR-WORKSHOP ON
“BALANCING LIFE AND WORK SEMINAR: A PROFESSIONAL
DEVELOPMENT TRAINING PROGRAM” ORGANIZED BY THE
NEW YORK ENGLISH LANGUAGE PROFICIENCY CENTER

DATE : January 22, 2013

In accordance with the pertinent provisions of Republic Act (R.A.) 7722, otherwise known as the “*Higher Education Act of 1994*”, this Office hereby endorses the above undertaking organized by the New York English Language Proficiency Center (NYELPC) for the support and participation of all concerned.

This activity focuses on the practical understanding and application of best-practices of work habit in an organization.

Participation of officials, employees and students from private higher education institutions (HEIs) shall be VOLUNTARY. Officials and employees of State and Local Universities and Colleges (SUCs and LUCs) who will participate in this activity should have prior approval from the President/Head of the concerned institution and are hereby reminded to observe proper use of government funds provided under the Department of Budget and Management (DBM) National Budget Circular No. 486 and Administrative Order No. 103.

For registration and further information/inquiries, you may coordinate with the organizers at the telephone numbers 02-3851843/046-686-8164 and their email address profdev@nyelpc.com.

Wide dissemination of this Memorandum is desired.

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