




# UNIVERSITY OF THE PHILIPPINES

Diliman - Extension Programs in Pampanga & Olongapo  
Clark Freeport Zone, Pampanga 2009

Phone: (045) 499-9970 E-mail: updepp@gmail.com

## MEMO GGJ 16-38

FOR : ALL REGULAR FACULTY MEMBERS AND  
LECTURERS  
FROM :   
DR. GRACE R. GOROSPE-JAMON  
SUBJECT : CHRISTMAS GIFT COLLECTION  
DATE ISSUED : November 26, 2016

---

In keeping with tradition, we would like to express with a modest monetary gift our appreciation of the UPDEPP administrative, utility, and security staff not only for all that they do for us and the unit above and beyond their official duties, but also for the enthusiasm and dedication that they demonstrate as we work alongside them. As always, this gift will be presented to them during our Faculty and Staff Christmas party, the date of which will be decided in our faculty meeting on December 1, Thursday.

Kindly prepare the following amount, to be collected by Ms. Arifa Asif:

P600.00 – Assistant Professors & Lecturers/Senior Lecturers

P700.00 – Associate Professors/Professors & Professorial Lecturers

Thank you, and may God bless you for your generosity.