MEMORANDUM NO. 137  
Series of 2015  

TO: All Deans, Directors, Department and Unit Heads  
SUBJECT: Courtesy Call of University Visitors  

The University is regularly visited by prominent individuals, dignitaries, distinguished government officials, scientists, and artists who have actively supported UPLB's initiatives in instruction, research, and extension. These visits do not only help make UPLB visible academically but also provide greater opportunity for the university to promote and showcase its research and extension programs.

In this light, we encourage all units to strictly abide by the Handbook on Protocol in the University of the Philippines, with focus on Section 3.3 University Programs, Official Receptions and Courtesy Calls, in officially welcoming our highly esteemed guests to UPLB. Please inform the Office of the Chancellor of upcoming visits at least two weeks in advance so that necessary arrangements can be made.

For your compliance.

FERNANDO C. SANCHEZ, JR.  
Chancellor

cc: OVCAA  
RMO