

**OFFICE OF THE VICE CHANCELLOR  
FOR ACADEMIC AFFAIRS**

20 November 2012

Memorandum OVCAA 2012 - 35

For: All Deans, Directors, and Heads of Units

From:  Ronald S. Banzon, Vice Chancellor for Academic Affairs

Subject: 2012 Faculty Regent Election

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This memorandum modifies the Addendum to the Memorandum OVCAA 2012 – 034 to include all other faculty members that are physically unable to be present during the election dates, 20 – 21 November 2012, besides those who are officially on leave.

This further accommodation is made to enable those who are unable to file their official leave in advance. The instruction to communicate to the College Official for verification of the identity of the faculty member voting by this alternative method and the corresponding documentation of their communication is still to be followed.

Attached to this communication is an updated form for the transmission of the results of the election.

Thank you very much for your attention.