



REPUBLIC OF THE PHILIPPINES
CAGAYAN STATE UNIVERSITY
ANDREWS CAMPUS
Caritan, Tuguegarao City, Cagayan Valley

OFFICE OF THE UNIVERSITY SOCIO-CULTURAL AFFAIRS

July 8, 2019

DR. URDUJAH A. TEJADA

University President
Cagayan State University
Andrews, Tuguegarao City, Cagayan

VISION:

*"To make ART part
of everyone's life"*

MISSION:

*The Office of the
Socio-Cultural
Affairs initiates
program that
develop student
abilities in Dance,
Theatre and other
related activities.
The focus is to
preserve, enrich and
promote the rich
cultural Heritage of
Cagayan and the
Philippines at Large
in the spirit of
artistic, excellence,
identity and positive
cultural values in an
increasingly
globalizing world.*

CORE VALUES:

*A-Accountability
R-Resourcefulness
T-Trustworthy
I- Integrity
S- Service
T- Teamwork*

Greetings of Peace!

Dear Madam:

We are respectfully writing to seek your approval for the University Socio-Cultural Affairs Office's Guidelines for the following;

- a. Request for Performances/Intermission Numbers (Athena Performing Arts Bureau)
- b. Request for Eucharistic Celebration Masses/Doxology
- c. Request for Judges/Representatives/Trainers for Events and Seminars

To ensure the quality of Performance and Representation in carrying the name of Cagayan State University, may we request that Incoming Communication Requests, from the different Government Agencies/Campuses/Offices here in Tuguegarao City, Cagayan, be conveyed **one (1) to two (2) weeks** before the given date. This will ensure the quality preparation of exceptional repertoires for the group.

We anticipate your favorable response regarding this matter.

Thank you for your unending support and guidance.

Sincerely Yours,

(SGD) KRISTEL JOY A. TABAO
University Socio-Cultural Dance Coordinator

(SGD) JOEL A. DAQUIOAG JR.
University Socio-Cultural Director

RECOMMENDING APPROVAL

(SGD) MARIDEN VENTURA-CAUILAN, DPA
Vice-President for Academic Affairs

APPROVED BY

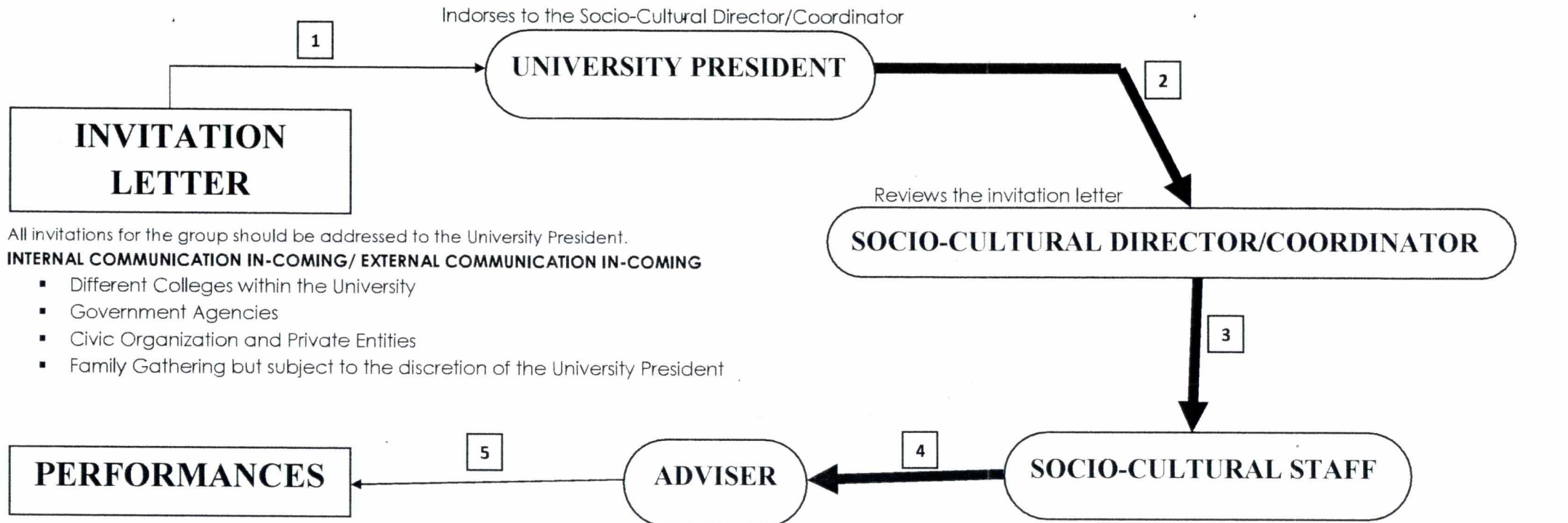
URDUJAH A. TEJADA, Ph.D CESO II
University President

For ~~the~~ University President:

(SGD) REV. FR. RANHILIO C. AQUINO, Ph.D, JD, SJD
Vice-President for Administration and Finance



GUIDELINES AND PROCEDURES ON REQUEST FOR INVITATIONS



All invitations for the group should be addressed to the University President.
INTERNAL COMMUNICATION IN-COMING/ EXTERNAL COMMUNICATION IN-COMING

- Different Colleges within the University
- Government Agencies
- Civic Organization and Private Entities
- Family Gathering but subject to the discretion of the University President

PERFORMANCES

Intermission number/ Special presentation

- Eucharistic Celebration, Doxology, Cultural
- Performances, Intermission Numbers
- Requests for Representative/Judges

1. Receives the invitation letter/communication of the group
 2. Records in the logbook all the invitation letter before release. (3minutes)

Approved:

DR. URDUJAH A. TEJADA
University President
 Cagayan State University

For the University President:

(SGD) REV. FR. RANHILIO C. AQUINO, Ph.D, JD, JSD
 Vice-President for Administration and Finance
 Cagayan State University