## Office of the Director for Public Relations

### Profile
Directly under the Office of the President, we liaise with the general public and our target constituent groups to develop and enhance the University’s good name through carefully planned exchanges.

### Location
Second Floor, CITE Building

### Contact Details
(043) 980-0385; 0392-0394 local 1822

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| 1. Request for visit | Academic Institutions, Foundations, International Agencies, Foreign Students, Representatives of Foreign Universities and Agencies, Communities, Alumni, Media | Request letter addressed to the University President stating therein:  
   a. Purpose of the visit  
   b. Persons/Offices to be visited  
   c. No. of persons coming for the visit  
   d. Preferred time and date of visit (Request letters should be sent at least two weeks ahead of scheduled visit) | Monday - Friday 8:00 Am – 5:00 PM | None | None | 10-15 minutes | Office/Clerk |
# Request for Visit to the University

## Schedule of Availability of Service
January to December, Monday-Friday
8:00-5:00 pm with noon break

## Who May Avail of the Service
Academic Institutions, Foundations, International Agencies, Foreign Students,
Representatives of Foreign Universities and Agencies, Communities, Alumni, Media

## Duration
10-15 minutes

## How to Avail of the Services

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| 1    | Writes letter of request to University President stating therein:  
a. Purpose of the visit  
b. Persons/Offices to be visited  
c. No. of persons coming for the visit  
d. Preferred time and date of visit  
(Request letters should be sent at least two weeks ahead of scheduled visit) | As soon as letter granting visit request is received for President’s Office, schedules the visit and informs concerned offices and officials of forthcoming visit | 10-15 minutes | Clerk | None | None | Schedule of visit entry on calendar for reference |

**END OF TRANSACTION**