



REPUBLIC OF THE PHILIPPINES
PROVINCE OF CAVITE
CITY OF DASMARIÑAS

KOLEHIYO NG LUNGSOD NG DASMARIÑAS
City College of Dasmariñas



OFFICE OF THE PRESIDENT

EXECUTIVE ORDER

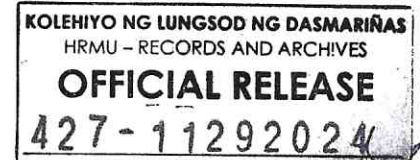
No. 11 s. o. 2024

29 November 2024

To: **The KLD Community**

From: **Prof. Dr. Juanito O. Cabanias, LPT**
President/College Administrator

Subject: **eCopy for Inter-office Communications/Correspondences**



RINALYN A. SAULOG-AGUIPA

Greetings!

Effective January 2025, all inter-office communications/correspondences regardless of their nature must be done and circulated electronically together with the attachments thereto. The offices concerned have the options either to have one (1) print or electronic file copy for quality management and accreditation purposes. Electronic specimen signatures are also required for all communications/correspondences.

For strict compliance. Thank you very much.

cc: File



Building the foundation for the
Dasmariñenos

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