Circular Notice

To: All TIME Staff
From: Management
Date: October 28, 2024

Subject: NAVTTC Accreditation Visit

We are pleased to inform you that representatives from the *National Vocational and Technical Training Commission (NAVTTC)* will be visiting *TIME* for an accreditation review. The visit will span **three days, from October 31 to November 2, 2024**.

During this period, NAVTTC will assess our programs, facilities, and educational standards as part of their accreditation process. We ask all staff members to ensure that their respective departments are prepared and maintain a professional and welcoming environment.

Thank you for your cooperation.

Management, TIME