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Office of the President

3 November 2004

MEMORANDUM NO. 252

Series of 2004

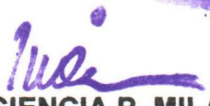
T O: Mrs. Rosalina M. Redula
Mrs. Alicia F. Andrade

R E: Transfer of Office Assignment

In order to improve efficiency and effectiveness in public service, there is a need to move personnel from one unit to another in order to fully utilize existing skills and qualifications of university employees. Thus, Mrs. Rosalina Redula is transferred to the NSTP Office to provide clerical services in said office. On the other hand, Mrs. Alicia Andrade is transferred to the LSU Hostel to assist the Project Manager in making it more productive, cost efficient, and yet provide the best service to our clientele. In her case, this new assignment is appropriate to the training of Mrs. Andrade.

This Memorandum takes effect November 16, 2004 to enable the two employees concerned to clear themselves from the office where they are now connected.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Engr. Manolo Loreto, Jr., NSTP
Dr. Roberta D. Lauzon, LSU Hostel
Dr. Eunice I. Beray, DFCS
HRMDO - 11/18/04
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