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**OFFICE OF THE
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MEMORANDUM NO. 618
Series of 2024

TO: Mr. Jose Roldan C. Garcitos

RE: Deployment to the Institute of Human Kinetics

FROM: DR. PROSE IVY. G YEPES
University President

DATE: July 24, 2024

As part of the continuing management innovations of the university and the implementation of the Revised Organizational Structure and Staffing Standards (ROSSS), you are hereby relieved of your present assignment at the VSU Integrated High School **effective August 1, 2024** and will be deployed to the **Institute of Human Kinetics**.

Kindly report to Dr. Andrew A. Mazo, Director of IHK, for your new assignment. However, please ensure that proper turnover of your present duties and responsibilities shall be made prior to leaving your post.

The Human Resource Management Office is hereby directed to oversee the redeployment.

For compliance.

cc: Dr. Andrew A. Mazo, IHK
Dr. Shalom Grace C. Sugano-Vega, VIHS
Ms. H. S. V. Colis, HRMO
HRMO/RSPPRO
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