


515

MEMORANDUM NO. \_\_\_\_\_

Series of 2025

TO: **Ms. Claudette Meli Hoff E. Garduce**

RE: **Deployment to the University Integrated Media and Public Affairs .**

FROM:   
**DR. PROSE IVY G. YEPES**  
University President

DATE: **March 17, 2025**

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 deployed to the **University Integrated Media and Public Affairs** effective **March 17, 2025**.

Kindly report to Mr. Mike Laurence V. Lumen, Head, UIMPA, 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. MMBelardino  
GS  
UIMPA  
HRMDO  
**Records**  
File