



18 November 2022

MEMORANDUM NO. 745
Series of 2022

T O: Ms. Arlin B. Flandez

R E: Transfer to the Procurement Office

In view of your request for transfer to the Procurement Office which was approved by the Non-Academic Personnel Board (NAPB), you are hereby transferred to Procurement Office effective November 21, 2022.

Kindly report to Ms. Jessamine C. Ecleo, Head for Procurement, 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 Office of the Director for Human Resource Management is hereby directed to oversee the redeployment.

For compliance.


EDGARDO E. TULIN
President

cc: Dr. D. S. Tan
Ms. H. S. V. Colis
Ms. J.C.Ecleo
Ms. M.T.A.Cruz
OHIA
Procurement Office
ODHRM/OHRSPPR
Records
File