



3 November 2021

**MEMORANDUM NO.** 663  
Series of 2021

**T O: Mr. Arturo Alba**

**R E: Deployment to the Institute of Human Kinetics (IHK)**

As part of the continuing management innovations of the university, and in view of your promotion, you are hereby relieved of your present assignment at the Office of the Vice President for Administration and Finance (OVPAF) effective November 5, 2021 and you will be deployed to the Institute of Human Kinetics (IHK).

Kindly report to Dr. Charis B. Limbo, Director, IHK for your assignment. Please make sure that proper turn-over of your duties and responsibilities shall be made prior to leaving your post.

The Office of the Director for Human Resource Management is directed to oversee the deployment.

For compliance.

**EDGARDO E. TULIN**  
President

cc: Dr. Daniel Leslie S. Tan, OVPAF  
Dr. Charis B. Limbo, IHK  
ODHRM/OHRSSPR  
Records  
File