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Office of the President

2 January 2007

MEMORANDUM NO. 4

Series of 2007

T O: Ms. Clara P. Mercado

R E: Office Assignment

To improve efficiency and maximization of manpower, you are hereby reassigned to the SPMO effective January 15, 2007 until revoked or terminated by higher authorities. Please coordinate with the Head, SPMO regarding this assignment. In the meanwhile, please facilitate the smooth turn-over of responsibilities in the Registrar's Office.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Head, SPMO
University Registrar
OVPAF
HRMDO
OUS
ODA/ODF
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