



8 April 2024

MEMORANDUM NO. 308

Series of 2024

T O: Dr. Allen Glennie P. Lambert


R E: Relief from Designation as Executive Assistant and Smooth Facilitation of the Turnover of Pertinent Documents, Accomplishment Reports, and Duties and Responsibilities Inherent to the Office

I wish to convey my sincere gratitude for the valuable services you have extended and for the knowledge, competence, and skills you have shared and contributed to the office and to the university as the Executive Assistant.

In view of the significant appointment of **Mr. Mike Laurence Lumen** as the **new Executive Assistant**, you are hereby relieved from your designation as such **effective April 8, 2024**.

Moreover, you are requested to facilitate a smooth and proper turnover of pertinent documents, accomplishment reports, and duties and responsibilities inherent to the office the soonest time possible.

For your information and usual compliance.



PROSE IVY G. YEPES
President