

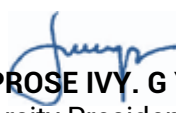


**MEMORANDUM NO. 383**

Series of 2024

TO: **Ms. Chona A. Brit**

RE: **Relief from Designation as OIC, Dean of Students and Smooth  
Facilitation of the Turnover of Pertinent Documents, Accomplishment Reports,  
and Duties and Responsibilities Inherent to the Office**

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

DATE: **May 21, 2024**

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 OIC, Dean of Students.

In view of the significant appointment of **Dr. Christina A. Gabrillo** as the **new Dean of Students**, you are hereby relieved from your designation as such **effective May 22, 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.