



MEMORANDUM NO. 329
Series of 2024

TO: MRS. GANESSA ROSE GONGORA-CUEVAS

RE: DEPLOYMENT TO THE EXTENSION OFFICE

FROM: DR. PROSE IVY. G YEPES
University President

DATE: APRIL 19, 2024

As part of the continuing management innovations of the university and the implementation of the Revised Organization and Staffing Standards (ROSS), you are hereby relieved of your present assignment at the Office of the President effective May 2, 2024 and will be deployed to the Office of Extension. Aside from being the Media Production Specialist, you shall be the Publications Coordinator for the Annals of Tropical Research under the leadership of the ATR Manager.

Kindly report to Office of the Director of Extension & ATR Manager, for your new assignment. However, please ensure that proper turnover of your present duties and responsibilities to **Ms. Annie L. Talabo, Private Secretary II**, shall be made prior to leaving your post.

The Human Resource Management Office is hereby directed to oversee the redeployment.

For compliance.

cc: Extension Office
ATR
Ms. H. S. V. Colis, HRMO
HRMO/RSPPRO
Records
File