




**MEMORANDUM NO. 332**  
Series of 2024

**TO: Dr. Guiraldo C. Fernandez Jr.**

**RE: Relief from Designation as University Board Secretary 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 2, 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 Board Secretary.

In view of the significant appointment of **Ms. Hazelle V. Asaldo** as the **new University Board Secretary**, you are hereby relieved from your designation as such **effective May 2, 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.