



31 May 2023

MEMORANDUM NO. 647
Series of 2023

T O: Mr. Jesus Freddy M. Baldos

R E: Deployment to the Admissions Office

As part of the continuing management innovations of the university, you are hereby relieved of your present assignment effective June 1, 2023, and will be deployed to the Admissions Office.

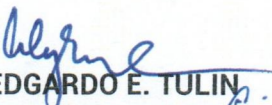
You are directed to perform the following:

1. Lead the conduct of information campaign in various senior high schools and other institutions, and meet with school officials to develop partnerships;
2. Develop programs and projects that would attract students to enroll in the various programs of the University;
3. Gather and analyze the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the goals and objectives of the University;
4. Undertake procurement planning, programming, project management, and requirement specifications to facilitate achievement of the Admissions Office's program of work, goals and targets;
5. Manage the official media account of the office;
6. Prepare reports and proposals and response to inquiries from students, external agencies and other stakeholders; and
7. Perform other duties/functions as assigned.

Kindly report to Mr. Raymund M. Igcasama, Head, Admissions Office, for your new assignment. However, please ensure that proper turnover of your present duties and responsibilities shall be made prior to leaving your post.

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

For compliance.


EDGARDO E. TULIN
President

cc:	Dr. DLSTan	DEPO	File
	Ms. HSVColis	Admissions Office	
	Mr. RMlgcasama	HRMO/RSPPRO	
	Dr. DMLumanao	Records	

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