




MEMORANDUM NO. 316

Series of 2024

TO: **DR. ALLEN GLENNIE P. LAMBERT**

RE: **RELIEF FROM DESIGNATION FOR ANY COMMITTEE MEMBERSHIP PURSUANT TO BEING AN EXECUTIVE ASSISTANT AND AS REPRESENTATIVE OF THE OFFICE OF THE UNIVERSITY PRESIDENT, 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: **APRIL 15, 2024**

In view of being a member to any committees pursuant to being the former Executive Assistant to the President and representative of the Office of the University President, you are hereby relieved from such roles **effective April 15, 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.