



13 November 2023

MEMORANDUM NO. 941
Series of 2023

T O: Mr. Norman O. Villas

**R E: Designation as Head of the Information Technology Section
of the University Registrar's Office**

As favorably endorsed and recommended by Dr. Beatriz S. Belonias, Vice President for Academic Affairs, you are temporarily assigned to the University Registrar's Office and act as Head of the Information Technology Section in addition to your duties and responsibilities effective November 3, 2023 – March 31, 2024.

As Head of the Information Technology Section, you are expected to:

1. Improve the efficiency of CumulusOne portal based on feedback from the faculty;
2. Fix the incompatibility issues between CumulusOne and the currently used schedule system;
3. Provide technical assistance and guidance to OUR staff in charge of class and exam scheduling.

Please be guided accordingly.



DANIEL LESLIE S. TAN
Officer-In-Charge

cc: OVPAA
ICTMC
Registrar
Records
File