




MEMORANDUM NO. 384
Series of 2024

TO: Dr. Rotacio S. Gravoso

**RE: Relief from Designation as Director of the Quality Assurance Center 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 9, 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 Director of the Quality Assurance Center.

In view of the significant appointment of **Dr. Joel Rey U. Acob** as the **new Director of the Quality Assurance Center**, you are hereby relieved from your designation as such **effective May 10, 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.