



21 August 2023

MEMORANDUM NO. 875
Series of 2023

T O: Mr. Marcho P. Bandalan

R E: Deployment to the Records and Archives Office

As part of the continuing management innovations of the university, you are hereby relieved of your present assignment effective August 23, 2023, and will be deployed to the Records and Archives Office.

Kindly report to Ms. Ma. Roberta S. Miraflor, Head, RAO 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
Engr. MLPValenzona
Ms. MRSMiraflor
PPO
RAO
HRMO/RSPPRO
Records
File