



MEMORANDUM No. 02-2010

TO: ALL CONCERNED OFFICIALS AND EMPLOYEES

FROM: SERAFIN L. NGOHAYON, Ph.D.
President

SUBJECT: Transfer of Offices and Room Assignments

DATE: January 12, 2010

The second floor of the new administration building is now ready for occupancy. However, there are only four (4) rooms available yet. Hence, not everybody can be accommodated thereat. In this regard, the following offices are identified to occupy the available rooms to wit;

1. Left wing above the Registrar's office
 - a. Office of the University President and staff
2. Room above the PAIS/PACT office
 - a. Office of the Vice President for Administration and Finance, Dr. Camilo A. Pimentel
 - b. Acting University/Board Secretary, Mr. Jux B. Basilio
 - c. Internal Control Unit Auditor, Mrs. Mary Lunag
3. Room above the former president's office
 - a. Office of the Vice President for Academic Affairs, Dr. Faith B. Basilio
4. Former office of the university president
 - a. Office of the Vice President for Planning and Resource Generation, Mr. Telesforo Pugong Jr. & staff
 - b. Director for Linkages and Grant Development, Mr. Nathaniel Dimog
 - c. Director for Income Generation, Dr. Wedy Lannaon and staff
 - d. In-Charge for construction and Site Development, Mr. Dexter Gullon
5. Right wing above the finance office
 - a. Office of the Chief Administrative Officer, Atty. Bernabe Cojpag & Mrs. Anita Nam-on
 - b. Director for Special Programs, Dr. Diosdado Aquino
 - c. Director for HRMO, Dr. Romana Alsiken & staff
 - d. Records Office, Mrs. Carmen Baguilat
6. Former office of the HRMO Staff
 - a. Office of the Campus Director, Mr. Florencio Dimog
7. Former office of Mrs. Sandra Marquez.
 - a. Office of the Director for Environment Conservation and Management, Dr. Jose Daniels

All concerned officials and employees are advised to transfer to their designated rooms immediately after all the works are finished. The rooms to be vacated should not be transferred to anybody by the officials vacating it. Its utilization shall be planned later on.

For your guidance and compliance.