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UNIVERSITY OFFICE ORDER

No. 02 - 029, s. 2024

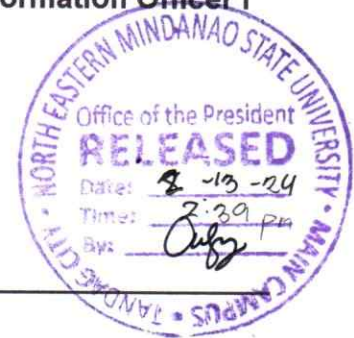
To: **JOSEPH B. CABADONGA**
STEVEN CARL SILAGAN
MARK JADE G. BURLAT
KAIROS CHRISTINE P. DELA CERNA
Information Unit

Information Officer III
Information Officer II
Information Officer I
Information Officer I

From: **Office of the SUC President III**

Date: **February 13, 2024**

Subject: **OFFICE ASSIGNMENT**



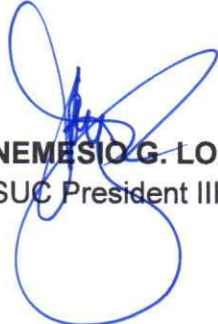
In accordance with the University functions and to streamline the workflow, the personnel of the Information Unit are hereby directed to occupy the Conference Room of the Office of the Chief Administrative Officer for Administration as the new office space for the Information Unit.

This transfer of office will take effect by February 19, 2024.

The Information Unit personnel are directed to make the necessary arrangements for the relocation and coordinate with the Chief Administrative Officer for Administration to ensure a smooth transition.

This relocation is aimed at optimizing workspace utilization and fostering better collaboration within the Information Unit so that office functions can be carried out effectively. We appreciate the cooperation of all concerned employees during this transition period.

Thank you for your attention and cooperation.


NEMESIO G. LOAYON, PhD
SUC President III