



Republic of the Philippines  
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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
No. 05-009, s. 2024

TO: **Vice President for Research and Extension**

SUBJECT: **REASSIGNMENT OF MR. LEO O. MONTENEGRO TO THE QUALITY ASSURANCE OFFICE**

DATE: **May 7, 2024**



As we continue to enhance our university's commitment to quality and excellence, you are hereby advised to turn over Mr. Leo O. Montenegro, Administrative Officer II, to the Quality Assurance Office, effective 13, 2024.

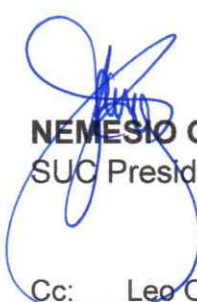
Mr. Montenegro's plantilla position is originally assigned to the Quality Assurance Office as per the ROSSS Phase I. Given the university's current initiatives towards the Philippine Quality Award (PQA), alongside ISO Recertification and AACUP Accreditations, his services as AO II is necessary to the Quality Assurance Office.

His transfer is necessary to ensure that the office is adequately staffed and equipped to meet the demands of these accreditation processes effectively.

Please ensure that all necessary administrative procedures are followed, including the completion of any paperwork related to his reassignment.

Your cooperation in this matter is highly appreciated, as it will greatly contribute to the university's pursuit of excellence in quality assurance and accreditation processes.

Thank you for your attention to this matter.

  
**NEMESIO G. LOAYON**  
SUC President III

Cc: **Leo O. Montenegro**  
HRMO  
CD of Tandag  
QA Office