



**UNIVERSITY OF THE PHILIPPINES SYSTEM  
OFFICE OF THE SECRETARY OF THE UNIVERSITY  
AND OF THE BOARD OF REGENTS**

**ADVISORY**

27 October 2015

The Office of the Secretary of the University wishes to announce that it has transferred 90% of its operations at the University Hotel (UH).

Currently, receiving of documents addressed to the OP, BOR and the Secretary of the University are now being done at Rm. GF-17 at the UH. Kindly inform your messengers.

Yesterday the following PABX lines have been activated and assigned as follows:

Records and Communications Sections, and the PAC Secretariat (Room GF-17)	-	Local 2536
BOR Secretariat & the Assistant Secretary of the University (Room GF-05)	-	Local 2535
Administrative Section and the Secretary of the University (Room SR-107)	-	Local 2534

These numbers are in addition to our Bayantel lines and UH local lines assigned as follows:

Records and Communications Sections, and the PAC Secretariat (Room GF-17)	-	433-1873 UH TL: 926-1953 loc. 147
BOR Secretariat and the Assistant Secretary of the University (Room GF-05)	-	434-7815 UH TL: 926-1953 loc. 266
Administrative Section and the Secretary of the University (Room SR-107)	-	UH TL: 926-1953 loc. 267

We regret that there is difficulty in accessing OSU officials and staff through cellphone because there is no signal in our rooms.

Except for the room of the Secretary of the University and Administrative Section, we have internet access through our Bayantel Digital Subscriber Lines (DSL). However, we cannot connect to the Laserfische server since we are not connected to the Dilnet. A big portion of our digital records are stored there. Hence, please expect slight delay in requesting for records.

Thank you very much.

For the Secretary of the University,

*Carla V. Noroña*  
**CARLA V. NOROÑA**

Executive Assistant