



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

ADVISORY

The Office of the Secretary of the University is in the process of transferring to the University Hotel (UH) sometime soon in September to give way for the renovation of the 1st floor of Quezon Hall.

Currently being transferred as of the 2nd week of August are some office materials and equipment. The OSU staff is still present at the office in Quezon Hall to perform their duties as the following concerns need to be addressed first before transferring:


- (1) **Connectivity** – OSU is in the process of seeking clearance from the UH Resident Manager to set up telephone and internet connection lines.
- (2) **Transfer of steel cabinets** – The container van that will house the filing cabinets of the Records Section is not yet ready. It is still in the process of sealing and ensuring that there are no leaks.

These matters must be settled first before OSU can fully move out to ensure that work will not be disrupted. Once settled, the OSU staff will start moving to the University Hotel starting with the PAC Section and Records Section staff. OSU is targeting to complete the first batch of transfers on the last week of August.

The rest of the OSU staff with Secretary Lilian A. De Las Llagas will follow when everything is settled in the University Hotel. A detailed transfer plan is attached to this advisory.

The OSU will provide further advisory on the new contact numbers and other pertinent details as soon as they are available. In the meantime, we are still using our current contact numbers.

Thank you.


LILIAN A. DE LAS LLAGAS
Secretary of the University
and of the Board of Regents

OSU TRANSFER PLAN

As of 14 August 2015

➤ Transfer of OSU will be done by Phases

- ✓ **1st PHASE:** Furniture and equipment
(13-21 August 2015)

NOTE: Personnel will transfer soon as the following concerns are addressed:

- Connectivity (Telephone and internet connection are in place) – will seek clearance/permit from the Resident Manager
- Apply lines with Bayantel once Clearance for application of phone is approved by the UH Resident Manager
- Release of Advisory (draft prepared by Isha for consideration of Secretary De Las Llagas – once approved it will be disseminated through the Website and announced during the PAC meeting on 18 August 2015)
- Transfer of steel cabinets to the provided HALF portion of the container Van* soon as the van is available for transfer

*NOTE: The container van that will house the filing cabinets of the Records section is not yet ready for transfer. They are still sealing and ensuring that there are no leaks.

- ✓ **2nd PHASE:** Transfer of Personnel (PAC, Admin Section & Records Section)
(24-28 August 2015)

- Once Connectivity is in place the personnel can start moving in the University Hotel and deliver work – Business as usual
- Advisory on Telephone Numbers and directional signs deployed/disseminated

- ✓ **3rd PHASE:** Transfer of Personnel (BOR, Isha, Admin Communication Section and Secretary DE LAS LLAGAS)
(1-9 September 2015)

- Assuming that by this time everything is settled in the University Hotel and efficient and excellent service can be delivered to the entire UP system as usual