



Office of the University President

OP Memorandum Order No. 15
Series of 2024

TO: MS. CYNTHIA CUALTEROS
Registrar II, Main Campus

MR. JOEL MARI
Records Officer, Tomas Oppus

MS. LESLIE CAPILITAN
Administrative Aide, Tomas Oppus

**SUBJECT: DESIGNATION AS LIAISON OFFICER/SLSU REPRESENTATIVES TO THE
BUREAU OF IMMIGRATION EFFECTIVE JANUARY 29, 2024**

FROM:  JUDGE A. DUARTE, DPA
University President

DATE: JANUARY 29, 2024

In the exigency of service, you are hereby designated as the official SLSU Representatives/Liaison Officers to the Bureau of Immigration effective January 29, 2024.

With this role, you are expected to assist the university in document processing and managing records and information related to SIAP and other internationalization transactions of the university to the Bureau of Immigration.

For your information and compliance.

cc Records
 VPAA/STO Supervisor
 Director, ELIA
 CD, Tomas Oppus
 Registrar IV
 File Copy