

INSTITUTIONAL

MEMORANDUM

TO :

FROM :

SUBJECT :

DATE :

1. The purpose of this memorandum is to provide information regarding the proposed changes to the organizational structure of the Department of Business Administration. The proposed changes are intended to improve efficiency and effectiveness in the department's operations.

2. The proposed changes include the following:

- a. The creation of a new position of Assistant Director of Business Administration.
- b. The reassignment of certain staff members to the new position.
- c. The elimination of certain positions that are no longer necessary.

3. It is recommended that the proposed changes be implemented as soon as possible. This will allow the department to take full advantage of the new organizational structure and to improve its performance.

4. The proposed changes will be implemented on a trial basis for a period of six months. During this period, the department will monitor the results of the changes and make any necessary adjustments.

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