



ATENEO DE MANILA UNIVERSITY

Memo # U2425-003

04 Jun 2024

TO The University Community

SUBJECT HR Cluster Restructuring

I wish to inform the community of the new HR Cluster structure in line with the functional reorganization across the University. Effective 1 June 2024, the Office of Human Resource Management and Organization Development (OHRMOD) shall be dissolved and the following offices with specialized focus on development and operations, respectively, shall be put in place:

1. University People, Team, and Organization Development Office (UPT&OD) to be headed by its Director, Ms Jenny C See

With the mandate to assist the University, and its associated units, perform at its optimal level, the UPT&OD Office endeavors to accompany and partner with its clients in achieving these two-fold outcomes: (1) organization capability and development as evident in the right workforce complement size, adaptive organization design, appropriate job design, balanced and equitable workload distribution, recruitment and hiring, and; (2) people and team capability and development in the aspect of onboarding and socializing members, monitoring and evaluating performance, harnessing and developing competencies, navigating career goals and opportunities. efficient internal career and employee mobility systems.

2. University HR Operations Shared Services Office (UHROSS) to be headed by its Director, Ms Katherine E Soriano

The UHROSS Office is mandated to oversee the design and administration of the University's total rewards strategies and programs, completeness and security of all HR records, compliance with all applicable laws and regulations related to employment, including University policies, and employee relations matters. In due course, payroll processing shall also be transferred to this office from the Finance Cluster to complete the restructuring of the UHROSS Office.

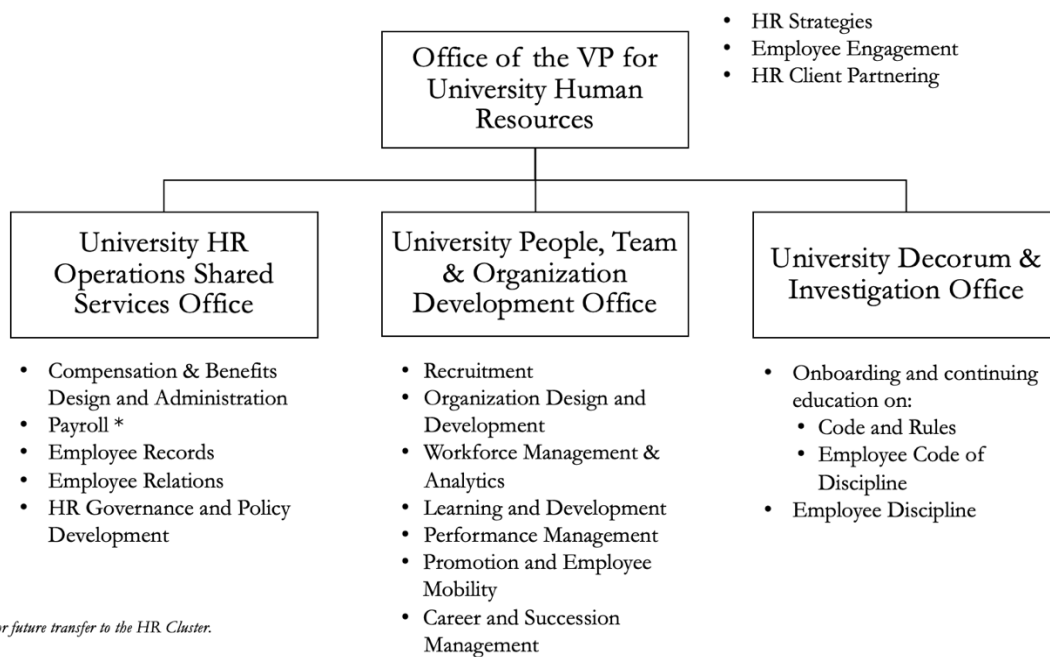
Additionally, the University Office of Decorum and Investigation headed by its Director Atty Alma Renee R Pavia shall transfer from the Mission Integration Cluster to the HR Cluster effective 1 June 2024, and will be renamed University Decorum and Investigation Office (UDI). Aside from its main mandate under the Code and Rules, the UDI Office shall manage the employee discipline process in accordance with the Employee Code of Discipline.



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Finally, in this new structure, the Office of the Vice President for University Human Resources (OVP-UHR) will oversee employee engagement and client partnering with the different clusters across the University, on top of spearheading HR strategies.

In a snapshot, the HR Cluster envisions to provide end-to-end HR services to all employees of the University.



Let us offer our HR colleagues our cooperation and prayers as they continue working on a robust and integrated HR system to support an empowered workforce that contribute significantly to the mission of the University.

(Sgd) Roberto C Yap SJ
President