



Republic of the Philippines
North Eastern Mindanao State University

Rosario, Tandag City, Surigao del Sur 8300

Telefax No. 086-214-4221

Website: www.nemsu.edu.ph



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 11 - 023, s. 2023

TO:

**ANTHONY B. YANTO
MARK JADE G. BURLAT
SHAWN N. HINLOG
MICK MARS P. SILVANO
GRACE P. MEDRANO
EDCIL B. FLOREN**

ITO I

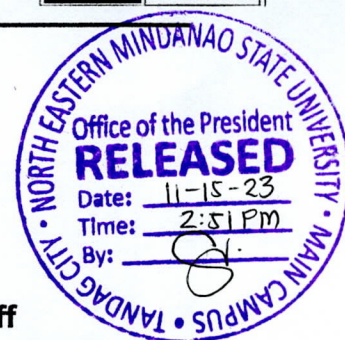
IO I

Office Staff

Executive Asst. III

Records Officer I

Private Secretary I



SUBJECT:

CHANGES IN EMAIL ACCESS AUTHORIZATION

DATE:

November 14, 2023

It has come to our attention that there is a need to streamline access to the op@nemsu.edu.ph email address. After careful consideration, we have decided to limit access to ensure confidentiality and efficient handling of communications.

As of November 15, 2023, only the following personnel are authorized to open or access the op@nemsu.edu.ph email address:

1. Mick Mars P. Silvano
 - Executive Assistant III
 - mmpsilvano@nemsu.edu.ph
2. Edcil B. Floren
 - Private Secretary I
 - florenedcil2020@gmail.com
3. Grace P. Medrano
 - Records Officer I
 - gpmedrano@nemsu.edu.ph

All other office personnel are hereby instructed to immediately log out from their devices and refrain from opening or accessing the op@nemsu.edu.ph email address. This measure is essential to maintain the security and confidentiality of our communications.

We appreciate your cooperation in adhering to these changes. If you have any concerns or questions regarding this matter, please feel free to contact or reach out the undersigned.



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Implementing access controls within the office's email system helps restrict access to sensitive emails only to authorized individuals.

Thank you for your prompt attention to this directive.

Noncompliance would mean insubordination.

For your information and guidance.

A handwritten signature in blue ink, appearing to read "Nemesio G. Loayon", is written over the printed name and title.

NEMESIO G. LOAYON, PhD
SUC President III