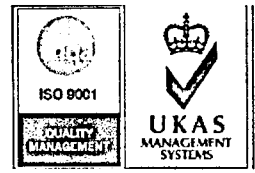




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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 10 - 000 - 2023

TO: **Vice Presidents
Campus Directors
Quality Assurance Office
All Units and Offices
All others concerned**

SUBJECT: **Updating of Forms**

DATE: **October 19, 2023**




In light of the recent development and improvement of our University systems and in accordance to the ISO:9001 rules, all documents of the University are expected to be in proper and up-to-date format. It has been observed that the header of some of the documents submitted are yet to be updated, such as:

- University Logo
- University Website
- Telephone Number
- Email Address

In order to promote quality in our service and to prevent misinformation to our clients, all offices are expected to apply the necessary changes. To clarify, the SDSSU logo should be changed into our NEMSU logo and the website "sdssu.edu.ph" should be replaced with "nemsu.edu.ph". Only serviceable telephone numbers and email address should be reflected in the documents.

For more information on this matter, visit or inquire from the Quality Assurance Office through Dr. Jennifer M. Montero, Director of Quality Assurance, on matters regarding control and updating of formal templates.

For information and strict compliance.


NEMESIO G. LOAYON, PhD
SUC President III