



Republic of the Philippines
North Eastern Mindanao State University
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MEMORANDUM No.11-026, 2023

TO: : Campus Directors, GAD Coordinators across campuses,
All College Coordinators main campus

FROM : President III, Office of the University President

SUBJECT : **FINALIZATION OF GAD MANUAL**

DATE : November 17, 2023

This Quality Manual specifies requirements that Millennium uses to address customer satisfaction, to meet customer and applicable regulatory and statutory requirements and to meet ISO 9001:2015 requirements, and is supported by additional procedures where necessary. This Quality Manual specifies the general requirements for Millennium competence towards a management system for quality, administrative and technical operations.

The Internal Audit team has been conducted an audit last November 15, 2023 and one of the audit findings was the unit manual is not evident in the GAD office. In relation to this, All GAD Coordinators across campuses, will be conducting a one-day preparation and finalization of the said manual on **December 4, 2023 at Gender and Development Office, (GAD) Main Campus, Tandag City, Surigao del Sur.**

Lunch & 2 snacks will be served during the activity & other incidental expenses incurred during this activity shall be charge to the university funds subject to the usual accounting and auditing rules and regulations.

For Compliance.


NEMSIO G. LOAYON, PhD
SUC President III 

c.c: as stated