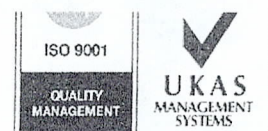




**North Eastern Mindanao State University**  
Rosario, Tandag City, Surigao del Sur 8300  
Telefax No. 086-214-4221  
Website: [www.nemsu.edu.ph](http://www.nemsu.edu.ph)



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

No. 11 - 036, s. 2023

**TO: Guidance Counselors and their Staff across Campuses  
Guidance Advocates/Facilitators of the Colleges**

**Cc: Campus Directors**

**FROM: SUC President III**

**SUBJECT: RACE AGAINST SUICIDE TOOLKIT**

**DATE : November 21, 2023**

Please be informed of an upcoming event that is of great importance to your roles as Guidance Counselors. The activity, titled "RACE Against Suicide Toolkit," aims to equip participants with valuable insights and tools to address mental health challenges within our university community.

The activity will be on November 23, 2023 from 8:00 AM to 5:00 PM at the Audio-Visual Center of Tandag Campus.

The event will feature distinguished speakers from the Philippine Guidance and Counseling Association, Inc. (PGCA) Caraga Chapter, who will share their expertise and experiences in the field of mental health and counseling.

This activity is designed to enhance the participants' skills and knowledge in dealing with mental health issues, particularly focusing on suicide prevention. The toolkit provided will serve as a valuable resource for our daily interactions with students and the broader university community.

Attendance to this event is mandatory for all Guidance Counselors across campuses. Additionally, each college is required to send their designated Guidance Facilitator to ensure widespread dissemination of the knowledge gained.

Your commitment to this activity is integral to maintaining a supportive and nurturing environment within our university. We look forward to your active participation and collaboration in this significant initiative.

Thank you for your dedication to the well-being of our students and the university community.

  
**NEMESIO G. LOAYON, PhD**  
SUC President III

## PROPOSAL

**Title of Activity:** Guidance Counselors' (University-Wide) Yearend Assessment 2023

**Participant/s:** All guidance counselors across campuses and staffs

**Date:** November, 2023

**Source of Funds:** Guidance STF

### Rationale

The Guidance Offices on different campuses are committed to delivering quality service to its students. Throughout the year, the different guidance personnel have faced challenges in assisting the students and the stakeholders in general. Though the services are basically one and the same, there have been instances where there were differences in the delivery due to the varying situations and environments each campus is facing.

The differences in the delivery of the different services of the Guidance Offices should be tackled and faced head-on because undeniably, though these are not proximally near, they belong to the same university with the same administrators. Comparisons will be minimized, and harmonization of forms, services, and processes will be maximized.

Hence, the Guidance Office of Tandag Campus will initiate a yearend assessment this November 2023. All guidance counselors from difference campuses will join the said yearend assessment.

### Objectives:

The assessment aims to:

1. harmonize forms, processes, and services delivered;
2. review the existing processes and activities;




3. evaluate the effectiveness of the activities and services offered; and,
4. plan for activities to be implemented for FY 2024.

**Budgetary Requirements:**

Particulars	Amount
Honoraria	2,000
Lunch (Day 1) (250x17)	4,250
PM Snacks (75x17)	1,275
Dinner (Day 1) (250x17)	4,250
Accommodation	22,000
Venue	3,000
Breakfast (Day 2) (250x17)	4,250
AM Snacks (Day 2) (75x17)	1,275
Lunch (Day 2) (250x17)	4,250
Van Hire	10,000
<b>Total</b>	<b>Php 56,550</b>

Prepared by:

  
**JENEVIEVE S. PALMA, Rpm, RGC**  
 Guidance Counselor III


Noted by:

  
**JUNELITO C. CORTES, PhD**  
 Director/Head, OSD

Certified as to appropriation/allotment:

  
**MARLENE A. RESPECIA**  
 Budget Officer II


Certified as to fund availability:

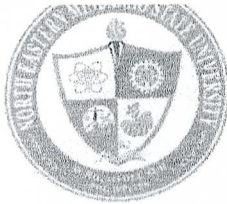
  
**DR. CAMILO D. MALONG, CPA**  
 CAO Finance/ OIC Accountant III

Recommending Approval:

  
**ABUNDIO C. MIRALLES, EdD**  
 Tandag, Campus Director

Approved by:

  
**NEMESIO G. LOAYON, PhD**  
 SUC President III



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RF. No. \_\_\_\_\_

## REQUEST FORM

Requesting Office / Person: <u>Guidance Office</u>		Date / Time: <u>10-20-2023</u>	
Reason for Request:		<input type="checkbox"/> Carpentry/Masonry <input type="checkbox"/> Welding <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> ICT <input type="checkbox"/> Air-Condition <input type="checkbox"/> Building <input type="checkbox"/> Vehicle <input type="checkbox"/> Others: <u>use of AVC</u>	
Type of Request:		<input type="checkbox"/> Letter <input type="checkbox"/> Phone Call <input checked="" type="checkbox"/> Walk-in <input type="checkbox"/> Others: _____	
Services:		<input type="checkbox"/> Install <input type="checkbox"/> Repair <input type="checkbox"/> Inspect <input type="checkbox"/> Assist Student Test Result <input type="checkbox"/> Others: <u>use of AVC</u>	
Remarks: <u>request to use AVC on November 23, 2023 from 8:00 am - 5:00 pm</u>			
Prepared by:	<u>JENEVIEVE G. PALMA</u> Signature Over Printed Name	<u>10-20-2023</u> Date	Remarks:
Inspected by:	_____ Signature Over Printed Name	_____ Date	Remarks:
Endorsed by:	<u>CHRISTOPHER D. BADAYOS, MEP-ME</u> SAO/OIC Procurement Officer	<u>11/21/23</u> Date	Remarks: <u>AVAILABLE as of 10/20</u>





Rosario, Tandag City, Surigao del Sur 8300  
Telefax No.086-214-4221



October 19, 2023

**ABUNDIO C. MIRALLES, EdD**  
Campus Director  
North Eastern Mindanao State University  
Rosario, Tandag City

Dear **Dr. Miralles**,

Greetings of peace and solidarity!

The issue on suicide has been one of the most pressing issues the country is currently facing. However, most students do not seek help because of the stigma. Apart from that, the manpower of the University's Guidance Office is limited, and guidance personnel are outnumbered. Hence, the Guidance Office is organizing a seminar-training on **RACE Against Suicide Toolkit** for all guidance counsellors across campuses and designated guidance facilitators per college. The said event will take place on **November 23, 2023** from **8:00 am to 5:00 pm** at the **Audio-Visual Center**. The said activity will have several speakers coming from the Philippine Guidance and Counseling Association, Inc. (PGCA) Caraga Chapter.

In line with this, we are requesting from your good office to allow us to use the AVC on that date. We hope for your support and positive response for this activity.

Thank you very much, and stay safe!

Very truly yours,

  
**JENEVIEVE S. PALMA, Rpm, RGC**  
Guidance Counselor III

Approved by:

  
**ABUNDIO C. MIRALLES, EdD**  
Campus Director, NEMSU Main