



Republic of the Philippines
North Eastern Mindanao State University

Rosario, Tandag City, Surigao del Sur 8300

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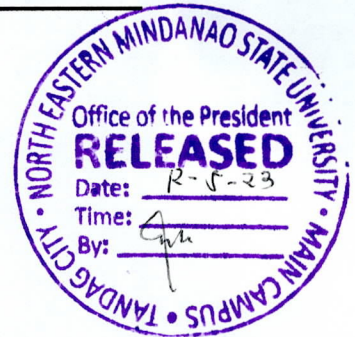


MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

TO: Vice Presidents
Campus Directors
Deans of the Colleges
Department Chairpersons
All others concerned

SUBJECT: EXTENSION OF SEMESTER AND COMPLIANCE WITH
BUSINESS/LEARNING CONTINUITY PLAN

DATE: December 5, 2023



Due to the recent developments and necessary adjustments to our operations in response to the force majeure, specifically the series of earthquakes experienced in the Province of Surigao del Sur, the following actions are mandated to be enforced:

1. **Extension of Semester:** In compliance with our Business/Learning Continuity Plan, an extension of the semester until **December 19, 2023**, is hereby approved. This adjustment is essential to facilitate the smooth and effective completion of coursework, covering the remaining competencies for this semester. We aim to uphold the integrity of the learning process while accommodating the challenges brought about by the recent force majeure.
2. **Building Usage Certification:** To ensure the safety of our university community, a comprehensive certification process for the use of academic buildings is proposed. Plant Engineers will certify the buildings for class purposes, with subsequent verification by the Department of Public Works and Highways (DPWH). The Campus Directors will release a memo outlining the approved rooms for use, based on a thorough assessment by qualified authorities. **Meanwhile classes will be conducted using the online modality.** Deans and Department Chairs will monitor the conduct of classes using the google form.

Should there be a need to revisit the usage of specific buildings, the Campus Directors will issue a memo, supported by certification and verifications from the respective authorities. This process ensures a transparent and accountable approach, emphasizing the university's commitment to the safety and well-being of all stakeholders.

3. **Face-to-Face Makeup Classes:** As soon as the certification from the Plant engineers and the verification of the DPWH are released, and as part of our



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compliance with the Business/Learning Continuity Plan, students will be allowed entry for face-to-face regular classes and makeup classes scheduled on Wednesdays and other days officially approved by identified authorities. This provision is particularly relevant for faculty members whose room assignments are in buildings certified to be safe for use. Entry for these makeup classes will fulfil our commitment to delivering a high-quality education to our students.

4. **Oversight:** Concerns relative to administration and finance shall be facilitated by the VPAF, while academic matters be facilitated by the VPAA. The VPRE will oversee and create a plan for all activities under his unit that were disrupted by the unprecedented circumstances.
5. **Non-teaching Personnel:** Modality of reporting for administrative personnel will be onsite along with designees deloaded of 6 units and up.

I understand the complexity of these adjustments and appreciate the cooperation of the entire university community. Your understanding and support during these unprecedented circumstances are crucial.

Digitally signed
by Loayon
Nemesio Gallardo
Date: 2023.12.05
15:48:49 +0800

NEMESIO G. LOAYON, PHD
SUC President III

Cc: CHEDRO 1
HRMO
Planning Office
Records Office