



Republic of the Philippines
North Eastern Mindanao State University

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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

TO: ALL KEY OFFICIALS OF THE UNIVERSITY

SUBJECT: WORK-FROM-HOME ARRANGEMENT FOR FACULTY MEMBERS IN LIGHT OF THE TEMPORARY SUSPENSION OF CLASSES DUE TO RECENTLY EXPERIENCED EARTHQUAKE

DATE: December 3, 2023



Cognizant of the Memorandum and Advisory on the Temporary Suspension of Classes dated December 3, 2023, faculty members shall opt for virtual or modular distance learning through the work-from-home arrangement to cover the duration of the suspension until lifted.

Here is the Google Form link for the attendance monitoring of the faculty members across campuses: <http://bit.ly/NEMSUDailyLog>

Also attached to this memorandum is the template for the Accomplishment Report during the period of suspension, which is to be attached to the DTR.

The University shall adhere to any issuances from the Local Government Units.

Please be guided accordingly.

Digitally signed by
Loayon Nemesio
Gallardo

Date: 2023.12.03
16:22:20 +0800

NEMESIO G. LOAYON, PhD
SUC President III



Template for the Accomplishment Report during the period of suspension

INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT

Name of Personnel: _____

Unit/Office: _____

Date and Actual Time Logs	Actual Accomplishments
Date MORNING In: Out: AFTERNOON/EVENING: In: Out:	
Date MORNING In: Out: AFTERNOON/EVENING: In: Out:	

Prepared:

NAME OF PERSONNEL
 Signature over printed name

Verified:

NAME OF IMMEDIATE SUPERVISOR
 Signature over printed name