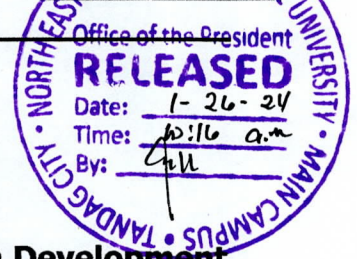




Republic of the Philippines
North Eastern Mindanao State University
Rosario, Tandag City, Surigao del Sur 8300
Telefax No. 086-214-4221
Website: www.nemsu.edu.ph



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 01 - 032 - s. 2024

TO: Dr. Erwin B. Berry - Director of Curriculum Development
Ms. Liezel R. Ugay - Head of Quality Assurance, Tandag

SUBJECT: Invitation as Resource Speakers for DBM In-House Training

DATE: January 26, 2024

This is to inform you that you are formally invited as a resource speaker for a one-day In-House Training organized by the Department of Budget and Management (DBM). The training is scheduled to take place on January 29, 2024, from 8:30 AM to 4:00 PM at the DBM Caraga Regional Office. Hence, this memorandum directs you to grace their invitation.

The Department of Budget and Management has specifically requested your expertise in these areas, recognizing your valuable contribution to our academic community. The University believes that your involvement will significantly contribute to the professional development of their participants.

Your prompt attention to this matter is anticipated.

This serves as a travel order.

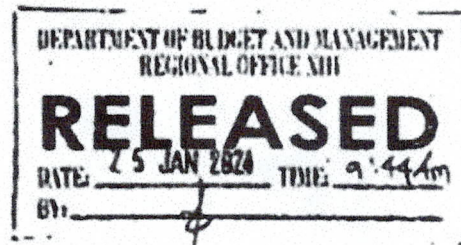
NEMESIO G. LOAYON, PhD
SUC President III



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE NO. XIII, J. ROSALES AVENUE, BUTUAN CITY

January 24, 2024

DR. NEMESIO G. LOAYON, PhD
University President
North Eastern Mindanao State University
Tandag City, Surigao del Sur



Dear **President Loayon**:

Greetings of peace and good health!

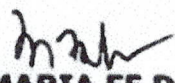
Aligned with the agency's goal in improving the communication strategies to captivate and engage with the participants in trainings/seminar/workshops, deliver with confidence, and get techniques to bring vitality, interest, and clarity to the presentation and/or lectures in various DBM Regional Office's initiated learning interventions for internal and external clientele, this is to respectfully request **Dr. Erwin B. Berry, Director of Curriculum Development and Ms. Liezel Ugay, Head of Quality Assurance** to be our Resource Speakers for a one-day In-House Training on Power Dressing and Grooming, and Facilitation Skills on January 29, 2024 from 8:30 AM - 4:00 PM.

The training is designed to provide the DBM RO XIII personnel with tips and strategies on facilitation skills and techniques especially on the basics of communications, organizing presentations, public speaking methods, facilitation and how to dress appropriately when invited as a resource speaker in a seminar and/or training.

We look forward to your positive response.

Thank you.

Very truly yours,


MARIA FE D. JAGNA, CESO IV
Regional Director