

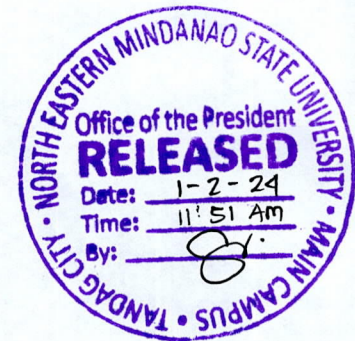


Republic of the Philippines
North Eastern Mindanao State University
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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 01 - 001, s. 2024

TO: Vice Presidents
Campus Directors
HRMOs of the Campuses
Administrative Officers of the Campuses
Budget Officers of the Campuses
All others concerned



FROM: SUC President III

SUBJECT: **REHIRING GUIDELINES FOR NON-TEACHING JOB ORDER EMPLOYEES**

DATE : January 2, 2024

Our workforce is a vital component of the University's success. In light of the new plantilla positions in the ROSSS-Phase 1, the following guidelines are established for the rehiring of Job Order Employees (JOs) across all campuses:

- 1. The Need of the Office Given New Plantilla Positions.** Rehiring decisions should be based on the actual needs of each office in alignment with the new plantilla positions introduced in the ROSSS-Phase 1. Units, departments, and offices are expected to assess their staffing requirements and prioritize rehiring accordingly.
- 2. Accomplished IPCRF with Evidences of Practice.** All JOs who wish to be considered for rehiring must submit an Accomplished Individual Performance Commitment and Review Form (IPCRF) along with supporting evidences of their practical achievements and contributions during their previous engagement.
- 3. Reapplication Requirement.** All JOs are required to reapply for their positions. The reapplication process is essential for the assessment of their continued commitment, skills, and alignment with the University's goals.
- 4. Performance Criteria.** Only individuals who have demonstrated exemplary performance will be considered for rehiring. Evaluation will be based on the fulfillment of job responsibilities, dedication, and positive contributions to the respective units, departments, and offices, as outlined in the IPCRF.

Please ensure strict adherence to these guidelines. The deadline for reapplication is **January 3, 2023**. Interview of applicants will be on **January 4, 2023**. The Campus Directors shall designate the venue of the interview.

The composition of the Panel of Interviewers will be as follows:

Chairperson: Campus Director
Vice Chairperson: HRMO of the Campus
Members: Administrative Officer V of the Campus (or an AO of highest rank)
Head of Unit/Office needing JO Staff



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Your cooperation in implementing these guidelines is crucial to maintaining a high standard of performance across the University.

Thank you for your attention to this matter.

NEMESIO G. LOAYON, PhD
SUC President III