



Republic of the Philippines
North Eastern Mindanao State University
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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 01 - 057 s. 2024

TO : **ALL PERSONNEL , OFFICE OF THE PRESIDENT AND RECORDS SECTION**

FROM : SUC President III

SUBJECT : **REVISION OF UNIT MANUAL**

DATE : January 29, 2024



This is to inform you that a Revision of Unit Manual will be conducted on February 2-3, 2024 from 8:0am-5:00pm at Spacebar, Cagwait, SDS.

This revision is essential to ensure that the unit manual is up-to-date and reflects the latest policies and procedures. You are all expected to actively participate in the revision process and provide your input and suggestions. This collaborative effort will help us improve the effectiveness and efficiency of our operations.

All attendees are required to be there on time. Additionally, please bring laptop, extension wire, and printer for the session.

Participation is strictly enforced. If there is no output during the session, no Certificate of Participation and no Certificate of Appearance will be issued.

Your cooperation in this matter is highly appreciated.

Attached is the Working Committees for the said activity.


NEMESIO G. LOAYON, PhD
SUC President III



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WORKING COMMITTEES FOR THE REVISION OF UNIT MANUAL
February 2-3, 2024
Spacebar, Cagwait, SDS

STEERING COMMITTEE

NEMESIO G. LOAYON, PhD
SUC President III

MICK MARS P. SILVANO, EdD
Executive Assistant III

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Member: Roselyn Negolo

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