



Republic of the Philippines
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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 01 - 008, s. 2024

**TO: Vice Presidents
Campus Directors
Information Unit
ICT Unit
All others concerned**

**SUBJECT: IMPLEMENTATION OF THE OFFICE OF THE PRESIDENT (OP)
APPOINTMENT SYSTEM**

DATE: January 31, 2024



This is to inform you about the implementation of an Appointment System exclusively for scheduling meetings with the Office of the President. This new initiative is designed to streamline communication and enhance the overall efficiency of interactions with the President's Office.

Commencing February 6, 2024, all appointments with the Office of the President must be scheduled using the website <https://appointment.nemsu.edu.ph/>. This system is tailored to the unique needs of our office and will help in managing meeting requests more effectively. The system is also available at the University Website www.nemsu.edu.ph. Appointments should be requested at least 3 days prior to the scheduled visit.

The Information Unit is hereby directed to disseminate this development.

Your cooperation in utilizing this new system is greatly appreciated. We believe it will contribute to a more organized and streamlined approach to managing appointments with the Office of the President.

For information and strict compliance.


NEMESIO G. LOAYON, PhD
SUC President III