

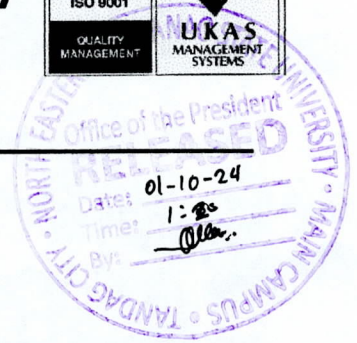


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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 01 - 010A - s. 2023**



**TO : ALL NEMSU TEACHING AND NON-TEACHING PERSONNEL**

**SUBJECT : SUBMISSION OF IPCR, PDS AND SALN**

**DATE : January 9, 2024**

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As part of our annual mandatory submission and compliance within our organization, all employees are required to submit the following documents to the Human Resources Department:

1. Individual Performance Commitment and Review (IPCR)  
January 15, 2024
3. Personal Data Sheet (PDS)  
January 22, 2024
4. Statement of Assets, Liabilities, and Net Worth (SALN)  
January 22, 2024

Please ensure that all information provided is complete, accurate, and up-to-date. Kindly coordinate with your respective department heads or supervisors for guidance on document completion and submission procedures.

Your cooperation in this matter is greatly appreciated as it assists us in maintaining the efficiency and integrity of our records.

For strict compliance.

  
**NEMESIO G. LOAYON, PhD**  
SUC President III