



Republic of the Philippines  
**North Eastern Mindanao State University**

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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

No. 02 - 039, s. 2024

To: ALL CONCERNED OFFICIALS

Date: February 22, 2024

Subject: UNIVERSITY MANUALS REVISION WORKSHOP



NEMSU will conduct a University Manuals Revision from February 27 to March 2, 2024, from 8:00 AM to 5:00 PM. The venue will be announced shortly. This activity is essential to ensure that our university manuals reflect the latest policies, procedures, and best practices necessary to maintain a thriving academic community.

By revising our manuals, we aim to enhance clarity, consistency, and efficiency across all areas of the University and its Campuses while fostering a culture of continuous improvement.

The objectives of this revision are to update existing policies and guidelines to reflect current best practices and legal requirements, streamline processes and reduce redundancies within the manual, increase transparency and accessibility by making information more user-friendly and readily available, foster collaboration among faculty members, staff, administrators, and stakeholders to create a unified vision for our institutional goals, ensure compliance with relevant laws, regulations, and accreditation standards, and strengthen communication channels between various departments and offices to promote better coordination and cooperation.

The participants and compositions of the teams for the revision workshop of the manuals are enclosed in this memorandum.

The undersigned encourages everyone to participate actively in the workshop sessions. Their unique perspectives and experiences will enrich our discussions and help shape more robust, resilient university manuals. Together, we can build a foundation for success that benefits students, faculty, staff, and alumni.

Expenses such as meals, snacks, logistics, honoraria, accommodation, and other necessary expenditures incurred to this activity shall be charged to the available University Funds, while the transportation and travel expenses of the participants shall be charged to the campus funds, subject to the existing accounting and auditing rules and regulations.

Thank you for your commitment to excellence and dedication to advancing our shared mission.

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



**LIST OF PARTICIPANTS FOR UNIVERSITY MANUALS REVISION**

February 27 - March 2, 2024

Venue: To be announced

<p>University Code</p>	<p>Chair: CAO- Administration  Vice Chair: Records Officer III  Members: CAO- Finance,  2 SAOs,  HRMO III,  3 Deans,  3 Directors,  Legal Officer III,  Planning Officer III,  AO V for QA,  Internal Auditor III,  Supply Officer III,  PDO III,  AO V for General Services,  Procurement Officer III,  Faculty Federation Representative,  Faculty Union VP  Executive Assistant III</p> <p>Writer: Mr. Joseph Cabadonga  Encoder/Lay-out Artist: Mr. Vincent Angelo Acosta</p>
<p>Student Manual</p>	<p>Chair: OSWD Director  Vice Chairs: 7 OSWD Heads,  Members: 6 Student Federation Officers,  Registrar III, Guidance Officer III,  Nurse III,  Sport and Socio-Cultural Director</p> <p>Writer: Ms. Kairos Christine Dela Cerna  Encoder/Lay-out Artist: Mr. Rogel Jone Cante</p>
<p>Faculty Manual</p>	<p>Chair: CTE Dean  Vice Chair: GS Deans  Members: 4 Deans  Student Federation Representative  Faculty Federation Representative  Faculty Union VP</p> <p>Writer: Mr. Steven Silagan  Encoder/Lay-out Artist: Mr. John Mark Palen</p>
<p>Research, Creative Works, Innovation and Extension Manual</p>	<p>Chairs: R&amp;D Director, Extension Services Director  Members: ITSO Manager  TBI Manager  7 RDE Heads  7 Extension Services Heads  Faculty Federation Representative</p>



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	<p>Faculty Union VP Creative Works Coordinator Editor-in-Chief, SDSSU MRJ</p> <p>Writers: Mr. Mark Jade Burlat Ms. Melanie Galardo Encoder/Lay-out Artist: Mr. John Michael Dairo Mr. Kenth Novo</p>
Steering Committee	SUC President III 3 VPs