



Republic of the Philippines
North Eastern Mindanao State University
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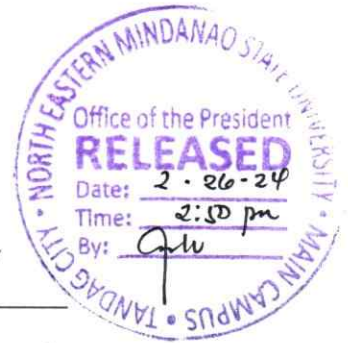


MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 02 - 033, s. 2024

To: ALL CONCERNED OFFICIALS

Date: February 26, 2024

**Subject: UPDATED LIST OF PARTICIPANTS FOR THE UNIVERSITY
MANUALS REVISION WORKSHOP**



Please see attached updated list of participants for the University Manuals Revision Workshop on February 27 to March 2, 2024 at San Pedro Country Farm, Cantilan, Surigao del Sur.

All other provisions of Memorandum No. 02-033, s. 2024 are still in effect.

For your information and guidance.


NEMESIO G. LOAYON, PhD
SUC President III

Encl.: Updated List of Participants



LIST OF PARTICIPANTS FOR UNIVERSITY MANUALS REVISION

February 27 - March 2, 2024

Venue: San Pedro Country Farm, Cantilan, Surigao del Sur

<p>University Code</p>	<p>Chair: CAO- Administration Vice Chair: Records Officer III Members: CAO- Finance, SAOs, HRMO III, Deans, 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 (AO V) Faculty Federation Representative, Faculty Union Representative Executive Assistant III NTPA Representative Administrative Officer V (Procurement)</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: OSWD Heads, Members: 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: Deans Student Federation Representative Faculty Federation Representative Faculty Union Representative Department Chairpersons Representative HRMO II (AO IV) HRMO I (AO II)</p> <p>Writer: Mr. Steven Silagan Encoder/Lay-out Artist: Mr. John Mark Palen</p>



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Research, Creative Works, Innovation and Extension Manual	<p>Chairs: R&D Director, Extension Services Director</p> <p>Members: ITSO Manager TBI Manager RDE Heads Extension Services Heads Faculty Federation Representative Faculty Union Representative Creative Works Coordinator Editor-in-Chief, SDSSU MRJ</p> <p>Writers: Mr. Mark Jade Burlat Ms. Melanie Galardo</p> <p>Encoder/Lay-out Artist: Mr. John Michael Dairo Mr. Kenth Novo</p>
Steering Committee	SUC President III 3 VPs