



MEMORANDUM ORDER No. 03-028-2024

TO : ALL FACULTY AND STAFF (UNIVERSITY-WIDE)
FROM : Office of the University President
SUBJECT : ATTENDANCE TO THE ORIENTATION ON SPMS AND LEAVE LAWS
DATE : March 13, 2024



As part of our ongoing efforts to ensure effective implementation of the University's Strategic Performance Management System (SPMS) and to uphold compliance with Leave Laws, the Human Resource Management Unit will conduct an orientation on March 15, 2024 via Zoom.

Meeting ID: 856 7546 6169
Passcode: NEMSUHR
Time: 1:30 in the afternoon

The orientation will cover important aspects of the SPMS, including its objectives, key performance indicators, timeline of submissions and how it aligns with the University's strategic goals. Additionally, there will be comprehensive overview of Leave Laws applicable to all employees, ensuring clarity and understanding regarding entitlements, procedures, and rights.

This is essential for all employees as it will not only enhance your understanding of the SPMS but also ensure compliance with Leave Laws, foster an efficient organizational performance.

Your active participation is highly encouraged, and we welcome any questions or concerns you may have regarding these topics.

For your guidance and strict compliance.


NEMESIO G. LOAYON, PhD
University President III

Cc: All concerned personnel
HRMO