



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 04 - 004, s. 2024**



TO: **Dr. Erwin B. Berry** - **Director, R & D**  
**Prof. Ma. Cristina S. Dela Cerna** - **Director, Extension Services**  
**Mr. Roel T. Lim** - **HRMO III**  
**Engr. Lea G. Gurimbao** - **AO V, Quality Assurance**  
**Dr. Junelito C. Cortes** - **Director, OSD**  
**Dr. Shyla O. Moreno** - **Director, Sports Development**

SUBJECT: **SUBMISSION OF CALENDAR OF ACTIVITES**

DATE: **April 2, 2024**

As part of our ongoing efforts to ensure comprehensive planning and effective coordination of university activities, the following offices are hereby requested to submit their respective **Calendar of Activities**: Research and Development Office, Extension Services Office, Human Resource Management Office, Quality Assurance Office, Office of Social Welfare and Development, and Sports Development Office.

The deadline for submission is April 12, 2024. Please be reminded that all submissions must adhere strictly to the prescribed manner. Soft copies are to be submitted via email at [planning@nemsu.edu.ph](mailto:planning@nemsu.edu.ph), while hard copies should be delivered directly to the Planning Office.

Your prompt cooperation in meeting this deadline and adhering to the designated submission channels is crucial for ensuring the seamless organization and scheduling of university-wide activities.

For any inquiries or further assistance regarding the submission process, please do not hesitate to contact the Planning Office through Engr. Kennie F. Montenegro, Planning Officer III.

For information and strict compliance.

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

Cc: Records Section  
Planning Office