



Republic of the Philippines
North Eastern Mindanao State University

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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 4 - D60s. 2024

To : HRMPSB Chairperson (VPAA/ VPAF), Campus Directors, HRMO III, NTPA Representative, Faculty Union Representative, Deans where the vacancy arises, 1st and 2nd Level Representative, Skills Specialist, Program Specialist and Secretariat

Subject: **PRE-SCREENING MEETING AND CONDUCT OF INTERVIEW AND RANKING OF APPLICANTS FOR TEACHING AND NON-TEACHING POSITIONS.**

Date : April 30, 2024



In the exigency of public service, all HRMPSB members are hereby directed to convene on **May 7-8, 2024** for a Pre-Screening meeting. Thereafter conduct Ranking and Interviews for Teaching and Non-Teaching Positions according to the specified schedules at 8:00 in the morning in the NEMSU Old Board Room, beside the Office of the Campus Director, Main Campus – Tandag City.

The HRMPSB is instructed to recommend to the University President the most qualified applicants in order to address the need for vacant teaching and non-teaching positions at the University, based on the competencies and job performance of each applicant.

The following are the composition and schedule of Interviews and Rankings for Teaching and Non-Teaching Applicants:

Composition for Teaching Positions	Composition for Non-Teaching Positions
Chairperson: Vice President for Academic Affairs Members: Campus Directors Faculty Union Representative HRMO III Research and Extension Specialist	Chairperson: Vice President for Admin. & Finance Members: Campus Directors NTPA Representative HRMO III 1st Level & 2nd Level Representative Skills Specialist
Date of Interview: May 13, 14, 17, 28-31, 2024, June 4-5, 2024	Date of Interview: May 15-16, 2024

Transportation, meals and snacks, and other incidental expenses incurred regarding the activity shall be charged to the University funds, subject to the usual auditing rules and regulation

NEMESIO G. LOAYON, PhD

SUC President III

[Signature]
ABUNDIO C. MIRALLES, Ed. D.
 VP for Admin and Finance

4-30-24