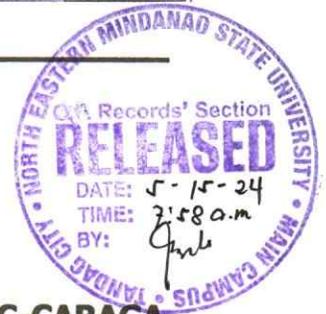




**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 05 - 021, s. 2024**



**TO: ICT Unit**

**SUBJECT: FACILITATION OF ICT EQUIPMENT REQUEST FROM CSC-CARAGA SURIGAO DEL SUR FIELD OFFICE**

**DATE: May 14, 2024**

In alignment with our commitment to supporting inter-agency collaborations and ensuring the smooth execution of essential tasks, this memorandum serves to instruct the ICT Unit to facilitate the provision of ICT equipment as specified in the attached request letter from CSC-Caraga Surigao del Sur Field Office.

The ICT Unit is hereby directed to:

1. Review the attached request letter from CSC-Caraga Surigao del Sur Field Office to identify the specific ICT equipment required.
2. Coordinate with CSC-Caraga through Mr. Zandroval B. Laganao to understand the detailed requirements and ensure that the provided equipment meets their needs.
3. Provide any necessary technical support to ensure the seamless integration and functionality of the equipment with CSC-Caraga's existing systems.
4. Maintain open lines of communication with Mr. Zandroval B. Laganao and other relevant personnel at CSC-Caraga Surigao del Sur Field Office throughout the process to address any issues or additional requirements promptly.

The ICT Unit is expected to prioritize this request and work diligently to ensure that the required equipment is provided efficiently and effectively.

For information and strict compliance.

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

*ABUNDIO C. MIRALLES, Ed. D.*  
VP for Admin and Finance

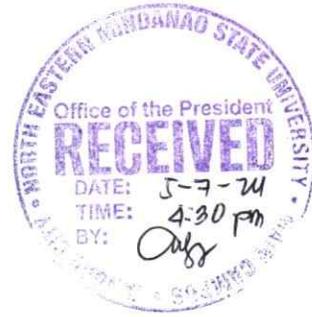
5-14-24

**Cc: Records Unit**



Surigao del Sur Field Office  
Tandag City, 8300

23 April 2024



**PRESIDENT NEMISIO G. LOAYON**  
SUC President III  
North Eastern Mindanao State University  
Tandag City, Surigao del Sur

Dear **President Loayon**:

The Civil Service Commission (CSC), as part of its constitutional mandate, shall be conducting its 2nd Career Service Examination - Pen and Paper Test (CSE-PPT), for both the Professional and SubProfessional Levels, on August 11, 2024 (Sunday) with a target of three thousand (3,000) examinees.

As announced by the CSC Caraga Regional Office (RO), the date of filing for the Tandag City Testing Center will be held on May 21-22, 2024 (Tuesday-Wednesday) to cater the said number of examinees.

Relative to this, the CSC RO shall be sending its support staff, equipment and others to assist the field office for the conduct of examination filing. However, due to the limited resources and personnel, it cannot comply with the necessary staffing, supply and financial requirements to conduct the said activity.

Having known of your continued and unwavering support to the Commission, this office will once again be imploring your kind permission to allow the use of the facilities, supplies and to provide additional HR complement from North Eastern Mindanao State University - Main Campus in order to successfully attain a well-organized conduct of examination application filing within your Campus on the specified date.

Anent to this, may we request for the following facility, equipment, and personnel requirements, to wit:

1. One (1) switch hub - 16 ports;
2. Sufficient LAN cables;
3. Extension wires;
4. **Eleven (11)** computer units and five (5) printers (black);

Assignment	IT equipment required
Processors	5 desktops, 5 printers (black) with

	Continuous Ink Supply System (CISS)
Cashiers	2 desktops
Announcer (Queuing)	1 desktop
Verifiers	2 desktops
Helpdesk	1 desktop

5. Use of NEMSU Gymnasium on May 20-22, 2024 to conduct the listed activities, as provided below:

Activity	Date and Time
Final Setup of Hardware and Equipment	May 20, 2024 / 7:00 am - 7:00 pm
Coordination meeting with CSC partners (NEMSU, PNP, LGU Tandag, etc.)	May 20, 2024 / 2:00 pm - 3:30 pm
Filing Period	May 21-22, 2024 7:00am - 7:00pm

6. Fourteen (14) NEMSU support staff to be designated, as shown below:

Designation	No. of Staff
Verifier	1
Evaluators	2
Asst. Cashiers	2
Asst. Processors	5
Medics	2
Helpers	2
<b>GRAND TOTAL</b>	<b>14</b>

7. At least twenty (20) Tables;  
 8. Eighty (80) chairs; and  
 9. Hostel Rooms to accommodate 6 persons - five (5) males and one (1) female for 3 days (12:00nn of May 20, 2024 to 8:00am of May 23, 2024);

With this, we fervently hope that these requests will be extended to our office in the best interest of public service.

Should you have concerns, you may contact our mobile number 09998809920 and look for Mr. Zandroval B. Laganao.

Your kind and favorable action to this request is highly appreciated.

Very truly yours,

  
**AURORA B. MANTILLA**  
Director II

# STAGE (FOOD STATION)

Medic, Helpdesk & Announcer



WAITING AREA

BLEACHERS

Step 4 - Cashier

Cashier 1  
Cashier 2

Waiting Area

Pasting/Stamping Area

Step 6 - Exit

EXIT / COMFORT ROOM

Step 5 - Processor

Processor 1 Processor 2 Processor 3 Processor 4 Processor 5

Server switch hub

WAITING AREA

Evaluator 5 Evaluator 4 Evaluator 3 Evaluator 2 Evaluator 1 Verifier 2 Verifier 1

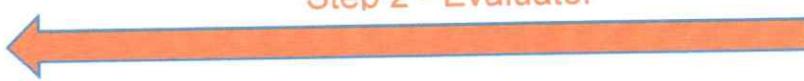
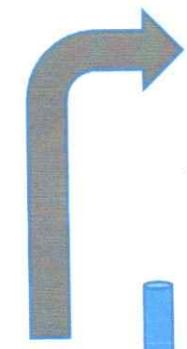
Step 2 - Evaluator

Step 1 - Verifier

INSIDE GYM SET-UP

ENTRANCE

BLEACHERS



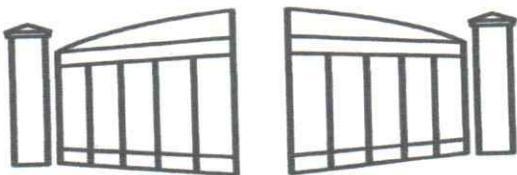
Step 3 - Encoding/Fill-out Area

# NEMSU GYM

## WAITING AREA



## ENTANCE



## OUTSIDE GYM SET-UP