



Republic of the Philippines
North Eastern Mindanao State University
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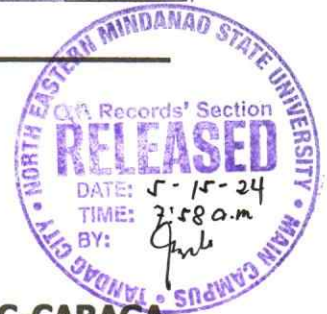


MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 05 - 021, s. 2024

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

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

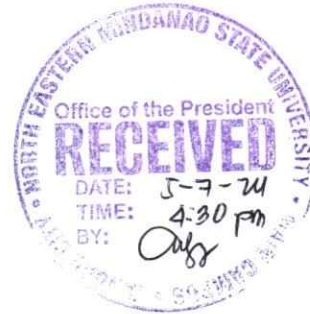
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Cc: Records Unit



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
GRAND TOTAL	14

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

Step 4 - Cashier

Cashier
1

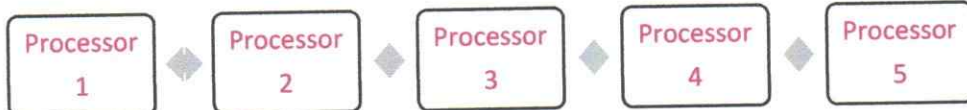
Cashier
2

Pasting/Stamping Area

Step 6 - Exit

EXIT
/
COMFORT
ROOM

Step 5 - Processor



Server
switch hub



Step 2 - Evaluator

Step 1 - Verifier

ENTRANCE

INSIDE GYM SET-UP

WAITING AREA

BLEACHERS

WAITING AREA

BLEACHERS

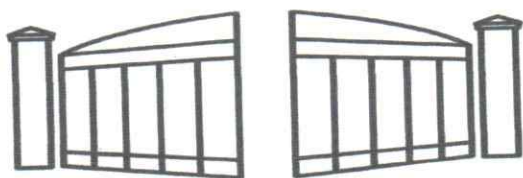
Step 3 - Encoding/Fill-out Area

NEMSU GYM

WAITING AREA



ENTANCE



OUTSIDE GYM SET-UP