



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 05 - b22, s. 2024



TO: Dr. Evelyn T. Bagood - Campus Director, Tandag
General Services Unit

SUBJECT: COORDINATION FOR CIVIL SERVICE EXAM APPLICATION FILING
AND PROVISION OF REQUESTED FURNITURE AND FIXTURES

DATE: May 14, 2024

In response to the attached request letter from CSC-Caraga Surigao del Sur Field Office, this memorandum formally directs the Campus Director of NEMSU Tandag and the General Services Unit (GSU) to facilitate the provision of the requested furniture and fixtures. Additionally, please make the necessary preparations for the Filing of Examinees, which will be held on May 21-22, 2024 (Tuesday-Wednesday). This includes the reservation and setup of the Gymnasium as specified in the request.

Please take the following actions:

Review the Attached Request Letter:

Examine the detailed requirements for furniture and fixtures as outlined by CSC-Caraga Surigao del Sur Field Office.

Gymnasium Reservation and Setup:

Reserve the NEMSU Gymnasium for May 21-22, 2024. Coordinate with the CSC-Caraga Surigao del Sur Field Office to ensure the gymnasium is set up according to the requirements, including any necessary equipment and arrangements.

Coordination and Communication:

Maintain ongoing communication with CSC-Caraga Surigao del Sur Field Office through Mr. Zandroval B. Laganao to address any additional needs or clarifications.

Your cooperation and prompt action in this matter are highly appreciated. Ensuring the successful facilitation of these requests is crucial for our collaborative efforts and the smooth operation of the CSC-Caraga activities.

For information and strict compliance.

NEMESIO G. LOAYON, PhD

SUC President III


ABUNDIO C. MIRALLES, Ed. D.

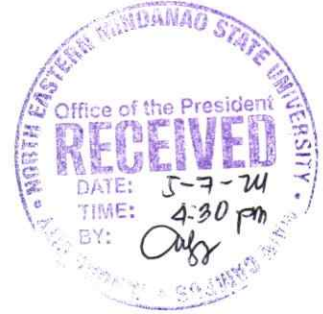
VP for Admin and Finance 5-14-24

Cc: Records Unit



CIVIL SERVICE COMMISSION
Republic of the Philippines

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

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

Step 3 - Encoding/Fill-out Area

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

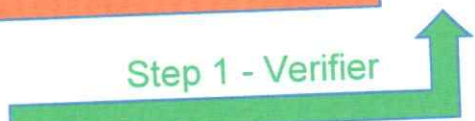
Step 2 - Evaluator

Step 1 - Verifier

INSIDE GYM SET-UP

ENTRANCE

BLEACHERS

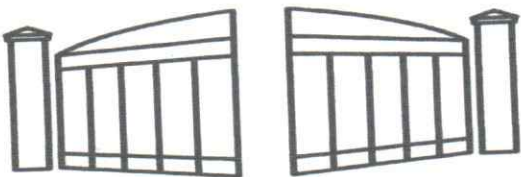


NEMSU GYM

WAITING AREA



ENTANCE



OUTSIDE GYM SET-UP