



Republic of the Philippines  
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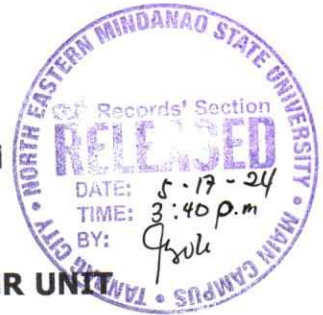
**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

NO. 05- 026 -2024

TO :VPAF, QA, ICT, HRMO, and HRMA's of Satellite Campuses, and Secretariat

SUBJECT :**WORKSHOP MEETING ON THE HARMONIZATION OF HR UNIT MANUAL PROCESSES**

DATE :May 17, 2024



In compliance with the recommendation of the Pre-Assessment Audit and Consultancy Report, the HRM unit process manual should be enhanced, thus, a writeshop meeting for the improvement of its QOP, SOP will be conducted, the personnel stated above are hereby directed to attend the said Workshop meeting on May 20, 2024, @8:00 o'clock in the morning, at the new board room NEMSU Main Campus, Tandag City.

The participants of the said Workshop meeting are the following, VPAF, QA, ICT, HRMO, HRMA's of the satellite campuses. Further, the revised unit manual output shall be submitted to the Quality Assurance Office right after the workshop meeting.

Transportation, meals, snacks and other incidental expenses incurred during this activity shall be charged to the university funds subject to the usual accounting and auditing rules and regulations.

For strict compliance.

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

Inc.: As stated.