



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
NO. 05-028, s. 2024

TO : JOSEPH B. CABADONGA - INFORMATION OFFICER III
STEVEN CARL M. SILAGAN - INFORMATION OFFICER II

FROM : Office of the University President

SUBJECT : ATTENDANCE TO THE NEDA NEWS WRITING TRAINING

DATE : May 17, 2024

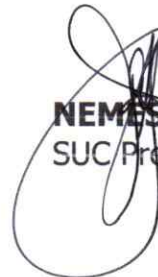
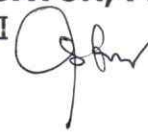


Relative to the conduct of the Caraga Regional Development Council News Writing Training, please be informed that it will be on **May 22-24, 2024**, inclusive of travel time. Venue will be at the **NEDA Regional Office Caraga, Conference Hall, J. Rosales Avenue, Butuan City**.

The aforementioned are enjoined to participate in the said training. An echo-training is expected to be conducted to the Information Unit for the best interest of the office.

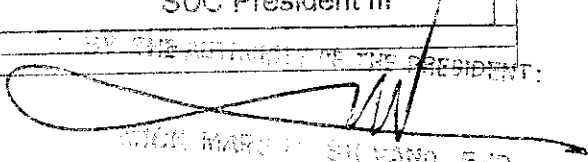
Transportation and travel expenses of the participants shall be charged against the University Funds, subject to the existing auditing and accounting rules and regulations.

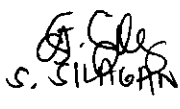
For information and guidance.

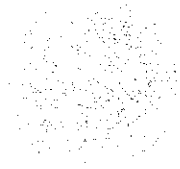

NEMESIO G. LOAYON, PhD
SUC President III 

Republic of the Philippines NORTH EASTERN MINDANAO STATE UNIVERSITY Tuguega, Tandag City Tel. No. (085) 214-4221 / 5036 / 2723	Document Code: FM-OP-005A Revision No.: 001 Date Effective: Jan. 3, 2023
REFERENCE SLIP	
May 8, 2024	
VP for Research & Extension VP for Academic Affairs VP for Admin. & Finance BOR Secretary CAO Admin CAO Finance SAO Admin SAO Finance Campus Director (Tandag) Director for Library Services Planning Director IT Officer Information Officer Legal Officer Human Resource Officer Project Management Unit	Accountant AOV (Cashier) Internal Audit Unit AOV (General Services) AOV (HRMO) AOV (Procurement) Records Unit AOV (Supply) AOV (Budget) AO V (CA) Project Management Unit Medical Officer Extension Director Sports/Cultural Director
	For Implementation For your Approval For Board Action Make an Indorsement For your Information Please attend For your Initial signature/review Please Comply For your Comment/Evaluation For your Recommendation For File/Archive Handle this concern For inclusion in the agenda/meeting See me, let's discuss Incomplete signatories For appropriate action Represent the undersigned
Remarks:	
NEMESIO G. LOAYON, PhD SUC President III	

BY THE AUTHORITY OF THE PRESIDENT:


NEMESIO G. LOAYON, PhD
 EXECUTIVE DEPARTMENT


G. SILAGAN
 05/20/2024



FOR : CARAGA REGIONAL DEVELOPMENT COUNCIL MEMBERS AND PARTNERS

SUBJECT : News Writing Training

DATE : 25 April 2024

1. As the Caraga RDC Secretariat, NEDA Caraga will conduct the subject training to effectively implement the Caraga Regional Development Plan 2023-2028 Communication Plan on 23-24 May 2024 at the NEDA Regional Office Caraga, Conference Hall, J. Rosales Avenue, Butuan City.
2. This training was identified through a Training Needs Assessment (TNA) conducted among Government Information Officers (GIOs) last June 2023. Attached as Annex A are the participants identified from the TNA.
3. For the identified participants, kindly confirm your attendance using this link: [\[Link\]](#). For those not on the list but are interested in participating, kindly confirm through this link: [\[Link\]](#). Please be advised that the training can only accommodate 40 participants, thus the available slots will be given based on the time of confirmation and the agency's need for the capacity-building intervention.
4. For inquiries, kindly contact Mr. Sherwin E. Verdun of the Development Research Division at 09178979267 or email us at [\[Email\]](#) cc

Thank you and best regards

GEMIMA A. OLAM, EnP, CESO IV
Acting Vice Chairperson, Caraga RDC
OIC Regional Director, NEDA Caraga