



Republic of the Philippines  
**North Eastern Mindanao State University**



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

No. 09 - 010 s. 2024

To : **Dr. Maria Lady Sol A. Suazo** - VPAA  
**Dr. Abundio C. Miralles** - VPAF  
**Dr. Rolly G. Salvaleon** - VPRE  
**Budget Officer III**  
**Planning Officer III**  
**HRMO III**  
**NTPA Representative**  
**Faculty Union Representative**  
**Campus Directors**  
**Rewards and Recognition Local Committee**

Date : September 4, 2024


Subject: **COMMITTEE MEETING FOR THE PRAISE AWARDING PREPARATIONS**

As part of our commitment to recognize outstanding employees of the University and to ensure the effective planning and execution of the PRAISE Awards, as stipulated in our Rewards and Recognition Plan and PRAISE Manual, you are hereby directed to convene for a meeting on **September 5, 2024, at 2:00 PM**. The meeting will be conducted via **Hybrid Modality** to accommodate both in-person (venue: Office of the VPAA) and virtual participation.

The agenda will focus on discussing the upcoming PRAISE Awarding, including the instrument and tools that will be utilized. Your presence and active participation are highly encouraged to ensure a successful and meaningful recognition program.

Please see the attached list of committee members based on the approved Rewards and Recognition Plan 2022.

Thank you for your attention to this matter.

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

## **SCOPE AND COVERAGE**

This R & R Plan shall cover all the officials and employees of NEMSU including those in the career or non-career service. The types/categories of awards for career and non-career employees differ as stipulated and specified in this plan.

## **PRAISE/REWARDS & RECOGNITION COMMITTEE-MEMBERSHIP, FUNCTIONS AND TERM OF OFFICE**

### ***Membership***

The PRAISE/REWARDS & RECOGNITION Committee is composed of the following:

1. Vice President for Academic Affairs of NEMSU or authorized representative who will act as Chairperson;
2. Vice President for Administration and Finance of NEMSU as member;
3. Head of the budget unit or equivalent (Budget Officer);
4. Head of the planning unit or equivalent (Planning Officer);
5. Vice President for Research & Extension or any of his/her representative, preferably the Director for Research, and Director for Extension;
6. Highest ranking employee-in charge of human resource management or the career service employee directly responsible for personnel management (HRMO);
7. Representatives from Non-Teaching Personnel Association (First and Second Level Positions);
8. Representative from Faculty Union Association (Second Level Position).

### **PRAISE/REWARDS & RECOGNITION LOCAL COMMITTEE**

1. Campus Director or authorized representative who will act as Chairperson;
2. Budget Officer;
3. Human Resource Management Assistant;
4. Planning Head;
5. Research and Extension Heads;
6. Faculty Club President or representative (for Faculty nominee/s);