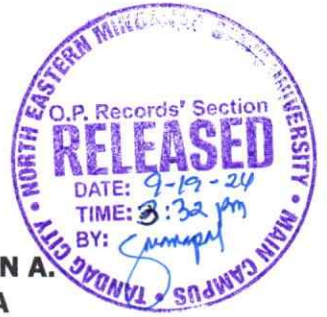




Republic of the Philippines  
**North Eastern Mindanao State University**



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 09-036 - s. 2024**

**TO: MR. HUSSEIN M. ALAWI, MS. MYSSA A. NAPAL, MS. ROSELYN A. NEGOLO, MS. JESSA J. CALIPES, AND MS. ANABEL C. ABECIA**

**SUBJECT: PARTICIPATION IN THE REGIONAL SEMINAR-WORKSHOP ON BASIC RECORDS AND ARCHIVES MANAGEMENT (BRAM)**

**DATE: September 19, 2024**

In light of the upcoming Regional Seminar-Workshop on Basic Records and Archives Management (BRAM) organized by the National Archives of the Philippines (NAP), the following personnel from the Records Office, NEMSU Tandag Campus, are approved to participate in the online workshop from November 11 to 15, 2024, from 8:00 AM to 12:00 NN via Zoom:

1. Ms. Myssa A. Napal, Records Officer II
2. Ms. Roselyn A. Negolo, Records Officer I
3. Ms. Jessa J. Calipes, Administrative Aide 6
4. Ms. Anabel C. Abecia, Administrative Aide I

The Regional Seminar-Workshop on Basic Records and Archives Management is designed to significantly enhance the participants' competencies in managing records efficiently and systematically. It will provide them with essential knowledge and best practices for organizing, preserving, and maintaining both physical and digital records, ensuring compliance with institutional and legal requirements.

Hence, upon successful completion of the workshop, the participants are expected to organize and conduct an echo seminar for their colleagues at NEMSU. This initiative will enable them to disseminate the insights, strategies, and updated processes they have acquired from the seminar, fostering a culture of excellence and improving the overall records management system within the University.

All concerned personnel are advised to prioritize this activity and make the necessary preparations for both the online participation and the subsequent echo seminar.

For your information and guidance.

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

*[Signature]*  
 MARIA LADY SOL A. SUAZO, PhD  
 Vice President For Academic Affairs  
 19 SEP 2024

