



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



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
 No. 10-024, s. 2024

**TO:** All Vice Presidents, Campus Directors, Human Resource Officer, College Deans, Department Chairs, Program Coordinators, Faculty Members, and Students

**DATE:** October 17, 2024

**SUBJECT:** GUIDELINES FOR ACADEMIC FREEZE FOR BOTH FACULTY AND STUDENTS

Greetings of peace and solidarity.

In response to the national mandate on mental health and the need to prioritize the well-being of our students and faculty, the University will implement an academic freeze following the conduct of midterm examinations. This initiative aims to provide students with a much-needed respite and allow faculty members to recharge and prepare for the succeeding academic activities.

The academic freeze is essential to prioritize the mental health and well-being of students and faculty members. By providing a brief respite from academic demands, we can help to reduce stress, improve academic performance, and foster a healthier learning environment. This initiative aligns with the national government's commitment to promoting mental health and well-being.

**National Laws Supporting the Purpose:**

- **Republic Act No. 11036 - Mental Health Act of 2018:** Mandates the promotion of mental health and prevention of mental illness.
- **Republic Act No. 7392 - Philippine Sports Commission Act:** Recognizes the importance of physical and mental health.
- **Civil Service Commission Memorandum Circular No. 20-2020:** Encourages government agencies to prioritize employee mental health.

**Key Points from the Law:**

- Emphasizes the importance of promoting mental health and preventing mental illness.
- Advocates for a comprehensive approach to development, including emotional and social well-being.
- Addresses the mental health of government employees, applicable to academic institutions.

**Guidelines:**

1. **Academic Freeze Period:** The academic freeze will commence on October 21 and end on October 22, 2024. All classes, including synchronous and asynchronous sessions, will be suspended during this period.





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2. **Student Respite:** Students are encouraged to utilize this time for rest, relaxation, and self-care. The University will provide resources and support for students seeking mental health services.
3. **Faculty Work-from-Home Arrangement:** Faculty members will be required to work from home during the academic freeze period. They will be expected to log in to the University's Google Workspace platform to access necessary resources and continue their administrative/academic duties. Faculty members are also instructed to prepare an accomplishment report for these two days' work-from-home modality which will include but not limited to rating students' output during the midterm exam and other academic related tasks. The Human Resources Unit will ensure that all faculty members will be able to log in via online.
4. **Administrative Operations:** Essential administrative functions will continue during the academic freeze period, but non-urgent tasks may be postponed or delegated. The University will ensure that all necessary services and support are available to students and faculty members.
5. **For those faculty who will join the Council's meeting, the schedule will proceed as announced.**

The proposed academic freeze is a strategic investment in the long-term success of the University. By prioritizing the mental health and well-being of our students and faculty, we are fostering a culture of compassion, resilience, and academic excellence. This initiative demonstrates the University's commitment to providing a supportive and nurturing environment that empowers individuals to reach their full potential.

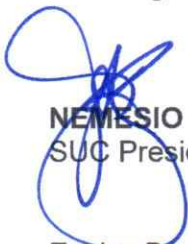
The academic freeze also presents an opportunity for cost-saving measures. By suspending regular academic operations for two days, the University can reduce energy consumption, maintenance costs, and other operational expenses.

Given the approval of the academic calendar by the Board, which outlines the academic freeze, these guidelines should be adhered for proper implementation. This initiative represents a significant step forward in prioritizing the mental health and well-being of our students and faculty members, while also contributing to the University's financial sustainability. It will have a lasting positive impact on the University's reputation and success.

Please ensure strict adherence to these guidelines. Thank you for your cooperation.

Padayon sa pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,

  
**NEMESIO G. LOAYON**  
SUC President III

Encl.. Board Approved Academic Calendar



FIRST SEMESTER

IMPORTANT DATES

August 2024

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2024

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

October 2024

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2024

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2024

Mo	Tu	We	Th	Fr	Sa	Su
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2025

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SECOND SEMESTER

February 2025

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

Mo	Tu	We	Th	Fr	Sa	Su
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2025

Mo	Tu	We	Th	Fr	Sa	Su
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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July 2025

Mo	Tu	We	Th	Fr	Sa	Su
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

Mo	Tu	We	Th	Fr	Sa	Su
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2025

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Prepared by:

MARIA LADY SOLEDAD SUAZO, PhD

ACADEMIC ACTIVITIES	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem	Summer
<b>ENROLLMENT CAMPAIGN</b>	Apr 3-25-2024		
<b>UNIVERSITY ADMISSION TEST</b>			
Undergraduate	Apr 15, 2024	Jan 06, 2025	
Graduate School	Jun-08-2024	Jan-11-2025	
College of Law	July 2024	Jan 2025	
<b>ENROLLMENT SCHEDULE</b>			
<b>A. Non-Graduating Students</b>			
Undergraduate			
1 <sup>st</sup> Year (First Year and Transferees)	5-7	6-8	
2 <sup>nd</sup> Year	7-9	8-10	
3 <sup>rd</sup> Year and 4 <sup>th</sup> Year	12-14	13-15	
Graduate School	10-16	11-17	2-7
College of Law	12-16	11-17	
<b>ADDING AND DROPPING OF COURSE</b>	19-30	20-31	
<b>START OF CLASSES</b>			
Graduate School	17	18	9
Undergraduate and College of Law	19	20	
<b>ORIENTATION AND ACQUAINTANCE DAY (c/o OSWD)</b>	23		
<b>APPLICATION FOR GRADUATION AND AWARDS</b>			
<b>COLLEGE DAYS</b>			
College of Arts and Sciences	4		
College of Business and Management	11		
College of Criminal Justice Education	18		
College of Engineering and Technology	18		
College of Forestry, Agriculture, and Aquatic Sciences	18		
College of Information Technology Education	25		
College of Teacher Education	2		
<b>MID-TERM EXAMS</b>			
Graduate School	12-13	15-16	
Undergraduate	14-18	17-21	
College of Law	14-19	17-22	
<b>ACADEMIC FREEZE</b>	21-22	24-25	
<b>UNIVERSITY INTRAMURALS</b>		24-28	
<b>SUBMISSION OF BOUND &amp; E-COPIES OF THESIS/ DISSERTATION</b>	7	17	7
<b>FINAL EXAMS</b>			
Graduate School	14-15	24-25	7
Undergraduate (Graduating Students)	16-20	12-16	
Undergraduate (Non-graduating Students)	16-20	26-30	
College of Law	16-21	26-31	
<b>LAST DAY OF CLASS</b>			
Graduate School	15	25	7
Undergraduate	20	30	
College of Law	21	31	
<b>LAST DAY FOR POSTING OF GRADES</b>			
Graduating Students	17	30	21
Non-graduating Students	17	13	21
<b>GRADE CONSULTATION</b>	6-24	2-20	
<b>COMMENCEMENT EXERCISES</b>			
NEMSU Bislig		23	
NEMSU Cagwait and NEMSU San Miguel		24	
NEMSU Cantilan		25	
NEMSU Lianga and NEMSU Tagbina		26	
NEMSU Tandag		27	
<b>GOVERNANCE, RDE CWI, AND OTHER RELATED ACTIVITIES</b>			
Start of Teacher's Vacation	Dec-21-2024	Jun-14-2025	
Reinstatement of the Faculty on Teachers' Vacation	Aug-19-2024	Jan-6-2025	
Executive Committee Meeting / Management Committee Meeting	TBA	TBA	
University Joint Councils Meeting	Aug-21-2024 Nov-6-2024	Feb-5-2025 May-7-2025	
University Charter Day	Jul-30-2023	Feb-22-2025	
Local MASTS	Aug-22-23-2024		
MASTS 2024	Sep-10-15-2024		
Regional Meet / CASUC	Oct-14-18-2024		
<b>REGULAR HOLIDAYS</b>			
Ninoy Aquino Day	Aug-21-2024		
National Heroes Day	Aug-26-2024		
All Saint's Day	Nov-01-2024		