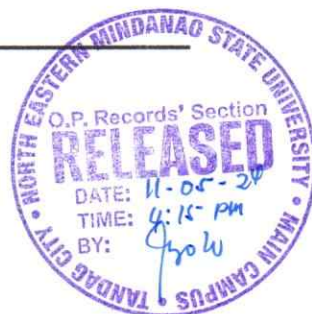




Republic of the Philippines  
**North Eastern Mindanao State University**

**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 11 - 006, s. 2024**



**TO: Vice Presidents**  
**Campus Directors**  
**Deans**  
**All concerned offices**

**DATE: November 5, 2024**

**SUBJECT: ORIENTATION-WORKSHOP ON PREPARING MEMORANDA ACROSS GOVERNANCE LEVELS**

Greetings of peace and solidarity.

In our continuous commitment to enhance the capabilities of NEMSU employees in handling formal communications, an Orientation-Workshop on Preparing Memoranda Across Governance Levels will be held on November 19, 2024. This workshop aims to equip participants with skills essential for preparing effective and standardized memoranda and similar official documents within various levels of governance.

**In connection to this, the following offices are requested to delegate staff member or personnel responsible for preparing memoranda or documents of similar nature to attend the workshop. Kindly confirm participation by filling out the participant sheet via the link provided below.**

<b>Concerned Units/Offices</b>
Office of the Support Staff of the SUC President
Office of the Vice President for Academic Affairs
Office of the Vice President for Research and Extension
Office of the Vice President for Administration and Finance
Office of the Campus Director - Tandag
Office of the Campus Director - Cantilan
Office of the Campus Director - Tagbina
Office of the Campus Director - Lianga
Office of the Campus Director - Cagwait
Office of the Campus Director - San Miguel
Office of the Campus Director - Bislig
Office of the Dean of the CBM
Office of the Dean of the CAS
Office of the Dean of the CTE
Office of the Dean of the CITE
Office of the Dean of the CET

📍 Rosario, Tandag City, Surigao del Sur 8300  
 📞 086-211-4221  
 🌐 [www.nemsu.edu.ph](http://www.nemsu.edu.ph)





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Office of the Dean of the Graduate School
Office of the Dean of the COL
Office of the Dean of the CAFF
Office of the Dean of the CCJE
CAO Admin
CAO Finance
SAO Admin
SAO Finance
General Services Unit – Tandag Campus
Human Resource Management Office – Tandag Campus
Cashiering Unit – Tandag Campus
Records Unit – Tandag Campus
Supply and Property Management Unit – Tandag Campus
Procurement Office – Tandag Campus
Accounting Unit – Tandag Campus
Budget Office – Tandag Campus
Office of the Director for Extension Services & Linkages
Office of the Director for Research & Development
Office of the Director for Student Welfare & Development
Office of the Director for Library Services
Office of the Director for Auxiliary Services & Income Generating Projects
Office of the Director for Curriculum Development & Internationalization
Office of the Director for Culture and Arts & Sports Development
Legal Unit
Quality Assurance Office
Planning Unit
Project Management Unit
Information and Communications Technology (ICT) Unit
Internal Audit Unit
Information Unit
Office of the University/Board Secretary
Innovation & Technology Support Office (ITSO)
Technology Business Incubator (TBI)
Office of the Gender and Development (GAD) Focal Person
Office of the Editor-in-Chief of the SDSSU Multidisciplinary Research Journal
Guidance Office – Tandag Campus
Registrar's Office – Tandag Campus
Freedom of Information (FOI) Office

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Link of confirmation sheet: <https://bit.ly/Orientation-WorkshopMemoranda>



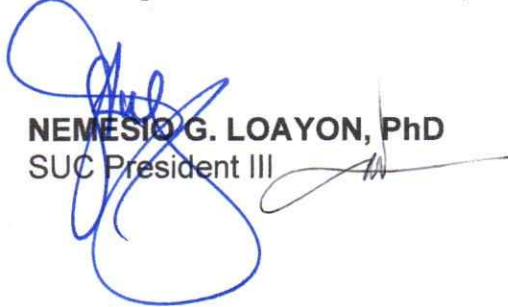
Please note that confirmation for participation in the upcoming activity lasts until November 8, 2024. We encourage everyone to respond promptly to ensure a successful event.

Your cooperation in ensuring the attendance of the designated personnel will contribute greatly to achieving a unified and efficient approach to formal communications across the University.

Thank you for your attention and continued commitment to professional development at NEMSU.

For your information and compliance.

For the grassroots and in the spirit of vibrant leadership,

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