



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



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 011- 011 s. 2024**

**To : VPAF, VPRE, VPAA, Campus Director, CAO, SAO (Admin & Finance),  
HR Unit, Accounting Unit, Teaching and Non-Teaching Personnel across  
Campuses**


**Date : November 6, 2024**

**Subject: Use of Faculty Development Program Forms and Learning and  
Development Recommendation Forms**

In line with ensuring proper documentation and accountability when participating in trainings, seminars, workshops, scholarship opportunities, or research-related activities that incur monetary expenses from the University, please be advised of the following:

1. Forms: The Faculty Development Program Forms (for faculty) and the Learning and Development Recommendation Forms (for non-teaching personnel) are available at the HR Unit. Kindly secure and properly fill out these forms when requesting approval for participation in any development activities.
2. Post-Training Requirements: Upon return to the office, participants are required to accomplish the necessary documents and submit to the HR and Accounting Unit:
  - 2.1 For short-term trainings, seminars, or workshops, submit a completed Learning Application Plan.
  - 2.2 For activities that extend beyond 5 days, submit a narrative report.
  - 2.3 Both the Learning Application Plan and/or the narrative report, along with your Certificate of Participation, will be required for liquidation purposes.

This will take effect on **November 15, 2024**. Your strict compliance with these requirements is expected and appreciated to ensure efficient processing and documentation of professional development programs.

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