

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT No. 11- D28, s. 2024

TO:

Ms. Karen Kate Remorosa-RO I (Tagbina)

Ms. Grace Enriquez-RO I (Bislig)
Record Office Personnel- Tandag

All Concerned Units

DATE:

NOVEMBER 15, 2024

SUBJECT:

RE-ECHO SEMINAR ON THE FUNDAMENTALS PRINCIPLES OF

RECORDS MANAGEMENT AND DISASTER RESILIENCE INTEGRITY OF

GOVERNMENT RECORDS

Greetings of Peace and Solidarity.

This memo serves to inform you about the upcoming re-echo seminar focused on the Fundamental Principles of Records Management and Disaster Resilience Integrity of Government Records organized by the Records Office on December 18_9 2024 at the Audio-Visual Center, NEMSU Tandag.

As Records custodian of your respective units, your participation is critical as it is essential for enhancing our collective understanding and implementation of best practices in records management, especially concerning disaster resilience.

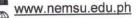
Thank you for your commitment to excellence in records management and for your continued support in ensuring the integrity of our government's records.

For your information and guidance.

NEMESIO G. LOAYON, PhD

Inclusions: Attached List of Participants

Rosario, Tandag City, Surigao del Sur 8300 086-211-4221













22	CALTIALATANI	OFFICE OF THE DIDECTOR FOR	
22	CALIWATAN,	OFFICE OF THE DIRECTOR FOR	
	MARJONE	EXTENSION SERVICES & LINKAGES	
23		OFFICE OF THE DIRECTOR FOR	
	NOVO, KENT	RESEARCH & DEVELOPMENT	
	NOVO, REIVI	OFFICE OF THE DIRECTOR FOR	
- 4	CALCEDO KENNETH		
24	SALCEDO, KENNETH	STUDENT WELFARE & DEVELOPMENT	
	GALLARDO, FERD		
25	JUDE	LEGAL UNIT	
26	MONTENEGRO, LEO	QUALITY ASSURANCE OFFICE	
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27	ABECIA, ANABEL	PLANNING UNIT	
21	ADECIA, ANADEL	LAMINING CHIT	
20	LOAVON FLTON	PROJECT MANAGEMENT UNIT	
28	LOAYON, ELTON		
		INFORMATION AND COMMUNICATIONS	
29	VALES, AXL VON	TECHNOLOGY (ICT) UNIT	
	BAUTISTA, MEEKY		
30	GLYN	INTERNAL AUDIT UNIT	
50	GETT	ITTERWAL TOOLS ONLY	
31	DELA CERNA, KAIROS	INFORMATION UNIT	
31			
	PEDRASITA, YLA	OFFICE OF THE UNIVERSITY / BOARD	
32	GRACE	SECRETARY	
		INNOVATION & TECHNOLOGY SUPPORT	
33	MONTENEGRO, JOY	OFFICE (ITSO)	
-		OFFICE OF THE GENDER AND	
24	ECTOCE CHECCKA	DEVELOPMENT (GAD) FOCAL PERSON	
34	ESTOSE, CHESCKA	DEVELOPMENT (GAD) TOCAL PERSON	
25	NIAN/ALEC MICALL	GUIDANCE OFFICE - TANDAG CAMPUS	
35	NAVALES, MICAH	GUIDANCE OFFICE - TANDAG CAMPOS	
		OFFICE OF THE DECICEDAD	
36	RAMOS, VILLA LYN	OFFICE OF THE REGISTRAR	
37	MARQUEZ, MELANIE	OFFICE OF THE LIBRARY	
	MONTERO,	DEPARTMENT OF BUSINESS AND	
38	KATHRYN CEL	MANAGEMENT	
50	101111111111111111111111111111111111111	DEPARTMENT OF PUBLIC-	
20	MONDALO CANTE	ADMINISTRATION	
39	MONDALO, SANIE		
		DEPARTMENT OF HOSPITALITY AND	
40	GOYO, MELANIE	MANAGEMENT	
		2	
41	BONIAO, SHENA	DEPARTMENT OF LANGUAGES	 -
42	TOPIA, MARILOU	DEPARTMENT OF SOCIAL AND SCIENCES	
12	101 Ly 11/10LOO	DEPARTMENT OF MATHEMATICS AND	
	LIANDUGANI MADGUA		
43	HANDUGAN, MARSHA	NATURAL SCIENCES	
44	MILLORIN, JOLINA	CLINIC	
45	CORMINAL, AIAH	BIRTHING CLINIC	

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3 086-211-4221

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	NAME	OFFICE	SIGNATURE	DATE	TIME
1	MEDRANO, GRACE	OFFICE OF THE PRESIDENT			6
2	FALCON, NICAH	OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS			
3	MONTERO, SHANNEN	OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION			
4	PLAZA, CARL BRYAN	OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE			
5	ENDERES, ROCSAN	OFFICE OF THE CAMPUS DIRECTOR - TANDAG			
6	RAMAN, JESHREL	OFFICE OF THE DEAN OF THE CTE			
7	FUENTES, SHELLA	OFFICE OF THE DEAN OF THE CITE			_
8	SULATORIO, MARISOL	OFFICE OF THE DEAN OF THE CET			
9	OSORIO, JOSIEVER	OFFICE OF THE DEAN OF THE GRADUATE SCHOOL			
10	LOZADA, IMAE	OFFICE OF THE DEAN OF THE COLLEGE OF LAW			
11	PALACIO, JULIPE	CAO ADMIN			
12	DAMIAN, MARY JOY	COAFINANCE			
13	GUINIT, NERISSA	SAO ADMIN			
14	SALAS, JANICE	SAO FINANCE			
15	PLAZA, GLORIA	GENERAL SERVICES UNIT - TANDAG CAMPUS		-	
16	NAVARO, JAISERAY	HUMAN RESOURCE MANAGEMENT OFFICE - TANDAG CAMPUS			
17	OSORIO, MARY JOY	CASHIERING UNIT - TANDAG CAMPUS		21	
18	PONTEVEDRA, ALFIE	SUPPLY AND PROPERTY MANAGEMENT UNIT - TANDAG CAMPUS			
19	LAFUENTE, JULIEME	PROCUREMENT OFFICE - TANDAG CAMPUS			
20	INDOC, SARAH	ACCOUNTING UNIT - TANDAG CAMPUS			
21	TAJONERA, MADELISSA	BUDGET OFFICE - TANDAG CAMPUS			

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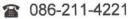


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46	PACLAWONA, ROSEJANE	OFFICE OF THE HEAD OF CURRICULUM	
47	YACO, HYGEN	SCIENCE LABORATORY	
48	MARTINEZ, RUEL	OFFICE OF THE COLLEGE OF BUSINESS AND MANAGEMENT	
49	QUIMPAN, KAYCEE	OFFICE OF THE COLLEGE OF ARTS AND SCIENCE	

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