



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



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
No. 11-028, 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, 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**  
SUC President III

*Inclusions: Attached List of Participants*



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|    |                      |  |  |  |  |
|----|----------------------|--|--|--|--|
| 22 | CALIWATAN, MARJONE   | OFFICE OF THE DIRECTOR FOR EXTENSION SERVICES & LINKAGES |  |  |  |
| 23 | NOVO, KENT           | OFFICE OF THE DIRECTOR FOR RESEARCH & DEVELOPMENT        |  |  |  |
| 24 | SALCEDO, KENNETH     | OFFICE OF THE DIRECTOR FOR STUDENT WELFARE & DEVELOPMENT |  |  |  |
| 25 | GALLARDO, FERD JUDE  | LEGAL UNIT   |  |  |  |
| 26 | MONTENEGRO, LEO      | QUALITY ASSURANCE OFFICE                                 |  |  |  |
| 27 | ABECIA, ANABEL       | PLANNING UNIT  |  |  |  |
| 28 | LOAYON, ELTON        | PROJECT MANAGEMENT UNIT                                  |  |  |  |
| 29 | VALES, AXL VON       | INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) UNIT     |  |  |  |
| 30 | BAUTISTA, MEEKY GLYN | INTERNAL AUDIT UNIT                                      |  |  |  |
| 31 | DELA CERNA, KAIROS   | INFORMATION UNIT   |  |  |  |
| 32 | PEDRASITA, YLA GRACE | OFFICE OF THE UNIVERSITY / BOARD SECRETARY               |  |  |  |
| 33 | MONTENEGRO, JOY      | INNOVATION & TECHNOLOGY SUPPORT OFFICE (ITSO)            |  |  |  |
| 34 | ESTOSE, CHESCKA      | OFFICE OF THE GENDER AND DEVELOPMENT (GAD) FOCAL PERSON  |  |  |  |
| 35 | NAVALES, MICAH       | GUIDANCE OFFICE - TANDAG CAMPUS                          |  |  |  |
| 36 | RAMOS, VILLA LYN     | OFFICE OF THE REGISTRAR                                  |  |  |  |
| 37 | MARQUEZ, MELANIE     | OFFICE OF THE LIBRARY                                    |  |  |  |
| 38 | MONTERO, KATHRYN CEL | DEPARTMENT OF BUSINESS AND MANAGEMENT                    |  |  |  |
| 39 | MONDALO, SANIE       | DEPARTMENT OF PUBLIC-ADMINISTRATION                      |  |  |  |
| 40 | GOYO, MELANIE        | DEPARTMENT OF HOSPITALITY AND MANAGEMENT                 |  |  |  |
| 41 | BONIAO, SHENA        | DEPARTMENT OF LANGUAGES                                  |  |  |  |
| 42 | TOPIA, MARILOU       | DEPARTMENT OF SOCIAL AND SCIENCES                        |  |  |  |
| 43 | HANDUGAN, MARSHA     | DEPARTMENT OF MATHEMATICS AND NATURAL SCIENCES           |  |  |  |
| 44 | MILLORIN, JOLINA     | CLINIC   |  |  |  |
| 45 | CORMINAL, AIAH       | BIRTHING CLINIC  |  |  |  |

📍 Rosario, Tandag City, Surigao del Sur 8300  
 📞 086-211-4221  
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| 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                       |           |      |      |
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| 47 | YACO, HYGEN            | SCIENCE LABORATORY                                     |  |  |  |
| 48 | MARTINEZ, RUEL         | OFFICE OF THE COLLEGE OF<br>BUSINESS AND<br>MANAGEMENT |  |  |  |
| 49 | QUIMPAN, KAYCEE        | OFFICE OF THE COLLEGE OF<br>ARTS AND SCIENCE           |  |  |  |