



Republic of the Philippines
North Eastern Mindanao State University

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MEMORANDUM FROM THE OFFICE THE PRESIDENT

No. 11 - D3D, s. 2024

TO: Guidance Counselors, Psychometricians, and Staff of the Guidance Office Across Campuses

DATE: November 19, 2024

SUBJECT: YEAREND ASSESSMENT OF GUIDANCE PROGRAMS AND SERVICES



Greetings of peace and solidarity.

Please be informed that there will be a yearend assessment of guidance programs and services on December 6, 2024 from 8:00 AM to 5:00 PM at the old boardroom located beside the Campus Director's Office.

Expenses incurred during this activity shall be charged to the university funds subject to the usual accounting and auditing rules and regulations.

For information and strict compliance.

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON, PhD
SUC President III

Cc: Campus Directors





Republic of the Philippines
North Eastern Mindanao State University

November 13, 2024

NEMESIO G. LOAYON, PhD
SUC President III
This University

Subject: Request to Conduct Harmonization Session cum Yearend Assessment for All Guidance Counselors Across NEMSU Campuses and the Use of the Old Boardroom

Dear Dr. Loayon,

Greetings of peace and solidarity!

I am writing to formally request the conduct of **harmonization session** for the processes, manual, and forms, along with the **yearend assessment** for all guidance counselors across NEMSU Campuses as well as the use of the **old boardroom** located beside the Campus Director's Office.

The event will take place on **December 6, 2024** from 8:00 am to 5:00 pm. The purpose of the session is to ensure that our processes are unified, and to review and refine the manuals and forms used by the guidance counselors. Additionally, the yearend assessment will serve as an opportunity for performance reviews and professional development discussions for all staff involved.

Given the nature of the activities and the number of participants, the **old boardroom** would provide the ideal space, offering the necessary seating and equipment to accommodate our needs for group discussions, presentations, and collaborative work.

We would be grateful if you could kindly approve the use of the room for this purpose. If any arrangements or logistical details need to be discussed, I am free anytime for a consultation with you.

Thank you for your attention to this request. We look forward to your positive response.

Sincerely,

JENEVIEVE S. PALMA, Rpm, RGC
Guidance Counselor III

Noted by:

EVELYN T. BAGOOD, EdD
Campus Director, Tandag

Approved-by:

NEMESIO G. LOAYON, PhD
SUC President III