



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 12 - 015, s. 2024



TO: **Dr. Mick Mars P. Silvano** - **Executive Assistant III**
Eunice P. Prado, Rpm - **HRMO I**
Myssa A. Napal - **Records Officer II**
Jhunrey A. Betonio - **Planning Officer II**
Engr. Joren A. Quiñones - **Internal Auditor I**
Leo O. Montenegro, LPT - **Administrative Officer II**
Hannah Shaira G. Estose, Rpm - **Administrative Officer II**

DATE: **December 9, 2024**

SUBJECT: **SECRETARIAT AND FACILITATORS FOR THE CONDUCT OF THE STRATEGIC SYNERGY FOR EXTENSION COMMUNITY EMPOWERMENT: UNIVERSITY PERFORMANCE REVIEW OF PAPS 2024 AND FRAMEWORK PLANNING FOR 2025 CUM EXECOM MEETING**

Greetings of peace and solidarity.

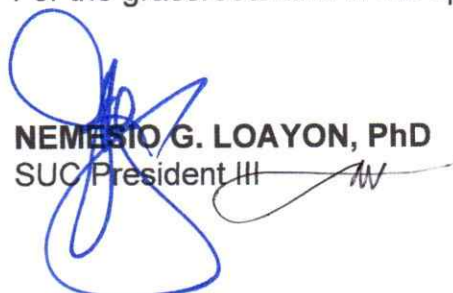
You are hereby designated as members of the Secretariat and Facilitators for the Strategic Synergy for Extension Community Empowerment: University Performance Review of PAPS 2024 and Framework Planning for 2025 cum ExeCom Meeting, which will be held on December 11-13, 2024, in Davao City.

This strategic initiative aims to review the performance of the university's Programs, Activities, and Projects (PAPs) for 2024 and to align our objectives and strategies for 2025. Your responsibilities will include facilitating sessions, documentation, logistical coordination, and ensuring the smooth flow of the activity. Detailed instructions and task assignments will be provided prior to the event.




Please prioritize this engagement in your schedules and ensure your readiness to contribute effectively to this critical undertaking.

For your guidance and compliance.

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON, PhD
 SUC President III

Cc: **OVPAF**
WPKA
WPRE

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