



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



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

No. 0006 s. 2025

To: **HRMPSB Chairperson (VPAF), VPAA, Campus Directors, HRMO III, NTPA Representative, 1<sup>st</sup> and 2<sup>nd</sup> Level Position Representative, Skills Specialist, and Secretariat**

Date : January 2, 2025

Subject: **CONDUCT OF INTERVIEW AND RANKING OF APPLICANTS FOR NON-TEACHING POSITIONS.**

Greetings of peace and solidarity.

In the exigency of public service, all HRMPSB members are hereby directed to conduct Ranking and Interviews for Non-Teaching Positions on **January 8-9, 2025**, 8:00 in the morning at the NEMSU Old Board Room, beside the Office of the Campus Director, Main Campus – Tandag City.

The HRMPSB is instructed to recommend to the University President the most qualified applicants in order to address the need for non-teaching positions at the University, based on the competencies and job performance of each applicant.

Transportation, meals and snacks, and other incidental expenses incurred during the activity shall be charged to the University funds, subject to the usual accounting and auditing rules and regulation.

For your guidance and strict compliance. Padayon sa pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,

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

Cc: Records Unit  
OVPAF  
HR Unit  
All concerned units

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