



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

**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
No. 0103, s. 2025

**TO:** Vice Presidents, Campus Directors, All others concerned  
**Cc:** HRMOs  
**DATE:** February 25, 2025  
**SUBJECT:** **ADOPTION OF SKELETAL WORKFORCE IN  
COMMEMORATION OF THE PEOPLE POWER REVOLUTION**



Greetings of peace and solidarity.

In observance of the **People Power Revolution Anniversary**, the **North Eastern Mindanao State University (NEMSU)** shall adopt a **skeletal workforce** effective this **afternoon, February 25, 2025**.

Civil Service Commission (CSC) Memorandum Circular No. 6, s. 2022 outlines policies on flexible work arrangements for government agencies, including the implementation of a skeletal workforce. It defines a skeletal workforce as a work arrangement where a minimum number of employees is required to man the office to render service.

All Unit/Office Heads shall determine their respective personnel who will serve on a skeletal workforce. Campus Directors and Unit Heads are advised to implement the necessary arrangements to ensure the continued delivery of essential university services despite the reduced workforce. Faculty members who are on duty (those with 6 units deloading or more) are likewise included in this work arrangement.

For strict compliance. Wide and immediate dissemination of this memorandum is highly desired.

For the grassroots and in the spirit of vibrant leadership,

**NEMESIO G. LOAYON**  
SUC President III