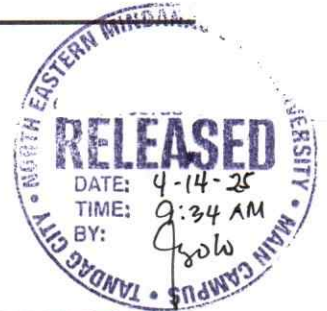




Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 0192, s. 2025

TO: All University Personnel
DATE: April 14, 2025
SUBJECT: IMPLEMENTATION OF WORK-FROM-HOME ARRANGEMENT IN THE AFTERNOON OF APRIL 16, 2025



Greetings of peace and solidarity.

In line with the University's observance of the Holy Week and in recognition of the need to provide personnel adequate time to prepare and be with their families, the University shall implement a **work-from-home arrangement** in the **afternoon of Wednesday, April 16, 2025**.

During this period, onsite processing of transactions, appointments, and client requests will be temporarily suspended, except for emergency and security-related services.

Furthermore, all payroll processing, payments, and other financial transactions, including the Mid-Year Bonus payroll, shall be completed prior to the break to allow sufficient time for review by the Accounting Unit.

For guidance and compliance.

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON, PhD
SUC President III