



Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 0201, s. 2025

TO: Dr. Ma. Lady Sol A. Suazo - VPAA
Dr. Floresito D. Calub - OIC Campus Director,
Tandag Campus
Ms. Clara G. Erlina - Dept. Chair, DHM

DATE: April 22, 2025

SUBJECT: ASSIGNMENT OF RESPONSIBILITIES FOR THE
CONSULTATION AND PARTNERSHIP MEETING WITH PNVSCA

Greetings of peace and solidarity.

In line with the scheduled **Consultation and Partnership Meeting with the Philippine National Volunteer Service Coordinating Agency (PNVSCA) on April 23, 2025, at the Conference Room, 2nd Floor, Admin Building, NEMSU - Tandag Campus**, the following assignments are hereby given to ensure the orderly and successful conduct of the event:

1. Office of the Campus Director – NEMSU Tandag Campus

You are hereby tasked to oversee and manage the **program for the event**, including but not limited to:

- Preparation and production of the event program;
- Identification of the Emcee for the program;
- Coordinate with ICT Unit for Technical support; and
- All other necessary preparations related to program execution and venue readiness.

2. Office of the Vice President for Academic Affairs (VPAA)

You are hereby assigned to handle the **logistics** for the event, particularly:

- Procurement and provision of food and snacks for participants and guests;
- Coordination and arrangement for the transportation of the PNVSCA guest representatives.

3. Department of Hospitality Management

The Department is requested to deploy **at least two (2) students** to assist in the **serving of food and refreshments** during the event.

Hence, the Office of the President staff shall serve as the **on-site facilitators** and shall ensure the smooth flow of the program throughout the duration of the event.


Let us work collaboratively to ensure the success of this important engagement with our partner agency. Should there be any concerns or clarifications, you may coordinate directly with my office.

For your information, guidance and strict compliance.



Republic of the Philippines
North Eastern Mindanao State University

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON, PhD
SUC President III

*Encl.: Communication from PNVSCA dated April 8, 2025
Printed E-Mail from PNVSCA*



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

PHILIPPINE NATIONAL VOLUNTEER SERVICE COORDINATING AGENCY

08 April 2025

DR. NEMESIO G. LOAYON

President
North Eastern Mindanao State University
Surigao - Davao Coastal Rd, Tandag, Surigao del Sur

Dear President Loayon:

Greetings from the Philippine National Volunteer Service Coordinating Agency (PNVSCA)!

PNVSCA is the government agency mandated to promote and coordinate volunteer programs and services in the Philippines; it is under the administrative supervision of the National Economic and Development Authority (NEDA). The Agency closely works with other government agencies, non-government organizations, the academe, the corporate group, the media, and other partners in converging and linking the different volunteering efforts and resources so that they are aligned with national priorities and assist especially the marginalized sectors and communities.

As part of our commitment to building strong partnerships with our stakeholders, we are pleased to inform you that PNVSCA will be visiting the CARAGA region to conduct consultations with potential partners.

In this regard, may we kindly request a meeting with you or your representative(s) on **23 April 2025 (Thursday) at 11:30 AM** in your office? This meeting aims to discuss points of collaboration in promoting and mainstreaming volunteerism in the academe.

Mr. Jeffrey N. Almazan of this Agency will coordinate with your office regarding this request. He may also be reached via email at patsd@pnvsca.gov.ph or through 09291715040 should there be concerns about this request.

We appreciate your time and consideration and look forward to strengthening our collaborative efforts for the benefit of the voluntary sector.

Thank you very much.

Very truly yours,

DONALD JAMES D. GAWE
Executive Director



April Rose Derigay <arbderigay@nemsu.edu.ph>

Fwd: Request for Venue in NEMSU - Consultative meeting with Higher Education Institutions in Surigao Del Sur

1 message

Shawn Hinlog <snhinlog@nemsu.edu.ph>
To: April Rose Derigay <arbderigay@nemsu.edu.ph>

Tue, Apr 22, 2025 at 4:53 PM

For printing.

Thanks.

----- Forwarded message -----

From: **PATSD PNVSCA** <patstd@pnvsca.gov.ph>
Date: Tue, Apr 15, 2025 at 12:56 PM
Subject: Request for Venue in NEMSU - Consultative meeting with Higher Education Institutions in Surigao Del Sur
To: President's Office <op@nemsu.edu.ph>
Cc: Jeffrey Almazan <jalmazan@pnvsca.gov.ph>, snhinlog@nemsu.edu.ph <snhinlog@nemsu.edu.ph>

DR. NEMESIO G. LOAYON

President
North Eastern Mindanao State University
Surigao- Davao Coastal Rd, Tandag, Surigao del Sur

Dear President Loayon:

Greetings from the Philippine National Volunteer Service Coordinating Agency!

As part of our continuing commitment to fostering strong and meaningful partnerships with the academe, PNVSCA is organizing a consultative meeting with Higher Education Institutions (HEIs) in Surigao del Sur. This initiative is scheduled to take place on **April 23, 2025**, and aims to strengthen collaboration and explore opportunities for volunteerism within the academic community

In line with this, we would like to respectfully request **North Eastern Mindanao State University** to host this activity, specifically by providing a **venue** for the activity scheduled from **1:00 PM to 3:00 PM** on the said date. We believe that your institution's leadership and active participation will significantly contribute to the success of this endeavor.

Mr. Jeffrey N. Almazan of this Agency will coordinate with your office regarding this request. He may also be reached via email at patstd@pnvsca.gov.ph or through 09291715040 should there be concerns about this request.

We appreciate your time and consideration and look forward to strengthening our collaborative efforts for the benefit of the voluntary sector.

Very truly yours,

(Sgd)
DONALD JAMES D. GAWE
Executive Director



Policy, Advocacy, and Technical Services Division (PATSD)
Philippine National Volunteer Service Coordinating Agency (PNVSCA)

Contact No: (02) 8 247 7934 / +63 921 579 6759 (SMS/Viber)

Email: patsd@pnvsca.govp.ph

Website: www.pnvsca.gov.ph

Address: G/F Sugar Center Building, North Avenue, Diliman, Quezon City

We would like to hear from you!

Please fill out our Customer Satisfaction Survey Form to help us enhance our services, thank you!

https://bit.ly/PNVSCA_CustomerSatisfactionSurvey



PNVSCA External
Customer Satisfaction Survey Form

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CLICK HERE!



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Customer Satisfaction Survey Form