



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 0262, s. 2025



TO: Ms. Lynnet A. Sarvida - Registrar III
Mr. Roel T. Lim - HRMO III

DATE: July 10, 2025

SUBJECT: REQUEST FOR LIST OF NON-AFFILIATED USERS FOR
GOOGLE WORKSPACE ACCOUNT CLEANUP

Greetings of peace and solidarity.

In line with our ongoing efforts to ensure the security, efficiency, and proper administration of our institutional Google Workspace, the **ICT Unit** will be conducting a cleanup of accounts that are no longer affiliated with North Eastern Mindanao State University (NEMSU).

In this regard, you are hereby requested to submit the following:

From the HRM Office: List of employees (both teaching and non-teaching) who are no longer connected with NEMSU as of July 2025.

From the Office of the University Registrar: List of students who have graduated and are no longer enrolled in the University.

These lists will serve as the basis for identifying and deactivating accounts that are no longer active or authorized to access university digital resources. This activity is essential to maintain account integrity and optimize license allocation for current stakeholders.

Kindly submit the requested data on or before July 17, 2025, to ensure the timely implementation of the Google Workspace account cleanup.

For the grassroots and in the spirit of vibrant leadership,

Digitally signed by
Loayon Nemesio
Gallardo
Date: 2025.07.10
09:37:07 +0800

NEMESIO G. LOAYON, PhD
SUC President III

Cc: OVP's
ICT Unit