



Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 0274, s. 2025

TO: HRMPSB Chairperson (VPAA), VPAF, VPRE, Campus Directors, HRMO III, NTPA Representative, Faculty Union Representative, Deans, Program Specialists, Technical Working Group (TWG), Secretariat, and Department Chairs

DATE: July 17, 2025

SUBJECT: Addendum to Memorandum No. 0256, s. 2025 – Clarifications and Additional Instructions on the Interview and Ranking of Applicants for Teaching Positions

Greetings of peace and solidarity.

Further to Memorandum No. 0256, s. 2025, this addendum is issued to provide the following clarifications and additional instructions regarding the scheduled interview and ranking of applicants for teaching positions on July 22-23, 2025:

1. College Deans are reminded of their participation in the HRMPSB Panel, specifically during the interview schedule of applicants under their respective programs.
2. Department Chairs shall serve as members of the Technical Working Group (TWG) and are expected to assist during the conduct of the demo teaching.
3. Dr. Karla Roz, Curriculum Director, shall likewise form part of the Technical Working Group (TWG) and assist in the conduct of the demo teaching, in view of her academic functions and expertise.
4. Designated Venues for the interview and demo teaching are as follows:
 - HRMPSB Interview: Old Board Room (beside the Campus Director's Office)
 - Demo Teaching: Quality Assurance Office

All concerned personnel are highly encouraged to be present and punctual in support of this institutional undertaking, as part of our collective effort to ensure the integrity and quality of our recruitment process.

For your guidance and strict compliance.

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON, PhD
SUC President III

Cc: OVP's File c/o Records Unit (Original Copy)