



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



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
No. 0302, s. 2025

To : **Maria Lady Sol A. Suazo, PhD**  
**Rolly G. Salvaleon, PhD**  
**Abundio C. Miralles, EdD**  
**Florife O. Urbiztondo, DPA**  
  
**Mr. Roel T. Lim**  
**HRMU Personnel**  
**All Instructor I (for change of status and renewal) – August 2025**

- VP for Academic Affairs  
- VP for Research & Extension  
- VP for Admin & Finance  
- VP for Planning & Strategic Initiatives  
- HRMO III

Date : August 18, 2025

Subject : **OATH TAKING CEREMONY OF PERMANENT AND TEMPORARY INSTRUCTOR 1**

Greetings of peace and solidarity!

In view of the processing of change of status and renewal of appointments for Instructor I positions, the University will conduct an Oath-Taking and Signing of Appointments as follows:

Date: August 20, 2025 (Wednesday)  
Time: 1:00 PM (program proper and signing)  
Venue: Old Board Room  
Attire: Business attire

To ensure smooth processing, Instructor I appointees are directed to submit/confirm their documentary requirements in the morning of the same day:

- 8:00 AM–12:00 NN – Validation and receipt of requirements at HRMU  
(Please bring original documents for verification as per the HR checklist.)

Reminders:

1. Punctuality is required. Late submission may delay the release of appointment papers.
2. Those unable to attend due to justifiable reasons must inform HRMU in writing at least one (1) working day before the ceremony for rescheduling instructions.
3. HRMU shall prepare the oath forms, appointment papers, and route sheets; concerned offices are enjoined to extend any needed assistance.

For your guidance and strict compliance. Padayon sa Pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,

Digitally signed  
by Loayon  
Nemesio Gallardo  
Date: 2025.08.18  
17:43:37 +0800  
**NEMESIO G. LOAYON, PhD**  
SUC President III