



Republic of the Philippines  
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE THE PRESIDENT  
No. 0304, s. 2025

TO : All NEMSU Campuses – Guidance Office Personnel and OSWD Personnel

DATE : August 14, 2025

SUBJECT : TRANSFER OF THE CONDUCT OF JOB FAIR AND PRE EMPLOYMENT SEMINAR ACTIVITIES TO THE OFFICE OF STUDENT WELFARE AND DEVELOPMENT (OSWD)



Greetings of peace and solidarity.

In reference to CHED Memorandum Order No. 09, series of 2013, *Enhanced Policies and Guidelines on Student Affairs and Services*, the responsibility for conducting the annual **Job Fair and Pre-Employment Seminar** is hereby transferred from the **Guidance Office** to the **Office of Student Welfare and Development (OSWD)** across all NEMSU campuses.

This transfer aligns with CHED directives and the mandate of the OSWD under the *Career and Placement Services* component of Student Welfare Services. The goal is to ensure clearer functional alignment, streamline program implementation, and enhance service delivery to graduating students.

The Guidance Office will provide full support during the transition period, including necessary assistance, sharing of relevant data, and joint facilitation of initial activities to ensure a smooth and effective turnover.

All concerned offices are requested to coordinate closely to achieve the objectives of this transition and sustain interdepartmental collaboration for student development and employability.

For your information and compliance.

For the grassroots and in the spirit of vibrant leadership,

**NEMESIO G. LOAYON, PhD**  
SUC President III

Cc: Office of Student and Welfare Development (OSWD)  
Guidance Office