



Republic of the Philippines
North Eastern Mindanao State University

NORTH EASTERN MINDANAO STATE UNIVERSITY
TANDAG CAMPUS
RECORDS OFFICE

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. D321, s. 2025

RELEASED

DATE: 9-3-25
TIME: 1:20 PM
BY: Chito

To : HRMPSB Chairperson |(VPAF), VPAA, VP for Planning and Strategic Initiatives
Campus Directors, HRMO III, NTPA Representative and Secretariat

Date : September 1, 2025

Subject: **CONDUCT OF INTERVIEW AND RANKING OF APPLICANTS FOR
NON - TEACHING POSITIONS**

Greetings of peace and solidarity!

In the exigency of public service, all HRMPSB members are hereby directed to convene on **September 3-4, 2025** and **September 11-12, 2025** to conduct Ranking and Interviews for Non-Teaching Positions according to the specified schedules. The ranking and interview will begin at 8:00 in the morning in the NEMSU Old Board Room, beside the Office of the Campus Director, Main Campus – Tandag City.

The HRMPSB is instructed to submit to the University President the most qualified applicants in order to address the need for vacant non-teaching positions at the University, based on the competencies and job performance of each applicant.

Transportation, meals and snacks, and other incidental expenses incurred regarding the activity shall be charged to the University funds, subject to the usual auditing rules and regulation.

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

For the grassroots and in the spirit of vibrant leadership,

NEMESIO G. LOAYON, PhD
SUC President III