



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. 0345, s. 2025

RELEASED

DATE: 9-25-2025
TIME: 11:02 AM
BY: [Signature]

TO: Records Office Personnel – Tandag Campus
Records Officers of other Campuses
Participants from Concerned Units of NEMSU Tandag
Support staff - ICT and General Services Personnel

DATE: September 24, 2025

SUBJECT: KNOWLEDGE SHARING ON DIGITIZATION AND EFFECTIVE FILE
MANAGEMENT PRACTICES TO STRENGTHEN THE RECORDS
MANAGEMENT PROCESS OF NEMSU

This is to inform and enjoin you to attend the re-echo seminar entitled Knowledge Sharing on the Digitization and Effective File Management Practices organized by the NEMSU Records Office on September 30, 2025, 8:00 AM to 5:00 PM at the Audio-Visual Center, NEMSU Tandag Campus.

Your participation in this activity contributes in enhancing our collective understanding and implementation of best practices in records management for efficient and effective governance.

Lunch and snacks will be served to all invited participants. However, for Records Officers coming from the external campuses, the additional travelling expenses shall be charged against the respective campus fund in accordance with COA Circular No. 2012-003 (Updated Guidelines and Documentary Requirements for Common Government Transactions).

In addition, participants are also instructed to be punctual and finish the program as required for the issuance of certificate of attendance. Further, heads of concerned units are instructed to allow their records custodians or staff as indicated in the List of Participants to attend the one-day re-echo seminar. While support staff such as the ICT and general services personnel are also required to prepare the venue and provide the necessary assistance to the organizer to ensure the smooth and on-time conduct of the program.

For your information and compliance. Padayon sa pagALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership.

Digitally signed
by Loayon
Nemesio
Gallardo
NEMESIO G. LOAYON, PhD
09-40:04 +0800
SUC President III

Inclusions: List of Participants

CC: Campus Directors and Concerned Units/Offices with Participants

📍 Rosario, Tandag City, Surigao del Sur 8300
☎ 086-211-4221
🌐 www.nemsu.edu.ph





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LIST OF IDENTIFIED PARTICIPANTS

No.	FULL NAME	OFFICE/UNIT
1	HUSSEIN M. ALAWI, MPA	RECORDS OFFICE- TANDAG
2	MYSSA A. NAPAL	RECORDS OFFICE- TANDAG
3	ROSELYN A. NEGOLO	RECORDS OFFICE- TANDAG
4	JESSA J. CALIPES	RECORDS OFFICE- TANDAG
5	GRACE ENRIQUEZ	NEMSU - BISLIG
6	KAREN KATE REMOROSA	NEMSU - TAGBINA
7	PEITA MAE JOVERO	NEMSU - LIANGA
8	NOVA GANZO	NEMSU - SAN MIGUEL
9	RITA MERCADO	NEMSU - CANTILAN
10	ANA GRACE SAMBLINGO	NEMSU - CAGWAIT
11	JOYJOY MONTENEGRO	RESEARCH & DEVELOPMENT OFFICE
12	SHELLA MAE FUENTES	CITE
13	MARISOL A. SULATORIO	CET
14	PHILIP ANDREW PREJULA	REGISTRAR
15	JOELINA V. MILLOREN	UNIVERSITY CLINIC
16	RUEL L. MARTINEZ	CBM
17	ANILYN L. ENOCENCIA	OP RECEIVING STAFF
18	DANNY MAY SARMEN	BOR
19	CHARBIE F. LUNA	HRMO
20	MICAH F. NAVALES	COLLEGE OF MEDICINE
21	MARSHA R. HANDUGAN	DMNS
22	SHENALYN BONIAO	DEPT. OF LANGUAGES
23	KAYCEE QUIMPAN	CAS
24	MEEKY GLYN T. BAUTISTA	INTERNAL AUDIT
25	REALYN MEDRANO	LIBRARY SERVICES
26	MARY KRISTINE FLORES	PLANNING UNIT
27	APRIL ROSE DERIGAY	OFFICE OF THE PRESIDENT
28	KATHREN CEL MONTERO	CAMPUS DIRECTOR
29	JERAB CENIZA	MARIHATAG OFFSITE
30	ALFIE T. PONTEVEDRA	SUPPLY OFFICE
31	JANICE SALAS	SAO ADMIN/FINANCE
32	VICENTA PIA	GENERAL SERVICES UNIT
33	JAISERAY NAVARRO	HRMO
34	CHARITY DUMARAN	PROCUREMENT/BAC OFFICE
35	EMMALYN ESTOSE	CASHIER
36	ELTON JOHN S. LOAYON	PMU
37	ALEX TOPIA	BIRTHING CLINIC
38	DAVE BOHOL	CULTURE & THE ARTS, SPORTS DEVELOPMENT - DIRECTOR
39	TERESITA CANDS	ACCOUNTING
40	MARY JOY C. DAMIAN	CAO-FINANCE
41	TAMMY RANESIS	VPAF
42	LEO MONTENEGRO	QUALITY ASSURANCE
43	MARJONE CALIWATAN	EXTENSION & LINKAGES
44	FLORELYN LANSAO	CAO - ADMIN
45	CHESKA ESTOSE	GAD
46	AXL ROBERT BON VALES	ICT
47	FERD JUDE GALLARDO	LEGAL
48	JULIEPE DEQUITO	VPPSI
49	LEANNE MEDRANO	GUIDANCE
50	IMAE LOZADA	COLLEGE OF LAW
51	JIM HANGAD	INTERNATIONALIZATION AFFAIRD
52	MARK CABARLES	VPAA
53	RICHEL LOZALDO	OSWD - DIRECTOR
54	KENNETH SALCEDO	OSWD- HEAD
55	KRINGLE S. BERCEDE	DEAN - CITE
56	ARMARIE BAUTISTA	GRADUATE SCHOOL
57	NIKKI LAURENTE	DEAN - CTE
58	JULIE AN AMPARO	REGISTRAR - ADMISSION
59	MARYDEL CANEJA	IGP
60	SHEEN SANDIGAN	LIBRARY