



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. 0346, s. 2025

RELEASED

DATE: 9-25-25
TIME: 3:00 PM
BY: [Signature]

TO: All Campus Directors
Mr. Roel T. Lim

- **HRMO III**

DATE: September 25, 2025

SUBJECT: URGENT SUBMISSION OF DATA ON TEACHING AND NON-TEACHING PERSONNEL ATTENDANCE TO CAPACITY BUILDING ACTIVITIES FOR FY 2025

Greetings of peace and solidarity.

In line with the ongoing budget deliberations in the House of Representatives and the Senate, all campuses are hereby urgently directed to submit data on teaching and non-teaching personnel who have attended or were sent to capacity-building activities (e.g., seminars, trainings, workshops) within Fiscal Year 2025. This information is crucial in providing an updated report on the professional development status of NEMSU personnel, which will serve as a basis in the budget hearings.

For uniformity of reporting, kindly accomplish the Google Sheet provided through this link:
<http://bit.ly/3lqLAs7>.

The data to be indicated should include:

- Total number of teaching personnel, number and percentage of those sent/attended, and number and percentage of those not yet sent/not attended
- Total number of non-teaching personnel, number and percentage of those sent/attended, and number and percentage of those not yet sent/not attended

All concerned campuses are instructed to complete the Google Sheet and ensure submission of the required data to the Office of the Human Resource Management Officer (HRMO), with a copy furnished to the Office of the SUC President through op@nemsu.edu.ph, not later than today, September 25, 2025.

Failure to comply with the deadline may result in incomplete representation of our data in the ongoing budget deliberations.

For strict compliance.

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON, PhD
SUC President III

Cc: OVPAF