



UNIVERSITY OF NORTHEASTERN PHILIPPINES

HUMAN RESOURCE DEVELOPMENT OFFICE

Ortega St., San Roque, Iriga City 4431

MEMORANDUM

2026-0013

TO : ALL DEPARTMENT HEADS, COLLEGE DEANS
AND SECRETARIES

FROM : HUMAN RESOURCE DEVELOPMENT OFFICE (HRDO)

DATE : September 27, 2026

SUBJECT : **COORDINATION MEETING ON INSTITUTIONAL
ACTIVITIES AND ADMINISTRATIVE MATTER**

Please be informed that the HR Director's Coordination Meeting will be held on **Monday, September 28, 2026, at 10:00 AM** at the **PACUCOA Office**.

All concerned personnel are requested to attend promptly and participate actively in the discussion of the following matters:



AGENDA:

1

Sportsfest 2026

- Start of Sportsfest: November 7, 2026 onwards
- Mixed Volleyball – Every Friday
- Basketball – Every Saturday
- Round-robin format (per team)

2

Employees' Day – December 11, 2026

- Cheering Squad Competition
- Laro ng Lahi

3

Employee's Night & Christmas Party – December 12, 2026

- Disney Theme

4

Employee Trainings and Workshops

5

Employee Evaluation Forms

- Department/Office Heads
- Non-Teaching Personnel (NTP)
- Faculty

6

Reshuffling of Department Secretaries

7

Other Matters

- Comments, concerns, recommendations, and suggestions

Your attendance and active participation are expected to ensure effective coordination and proper implementation of the matters to be discussed.

Thank you for your cooperation and compliance.


CARLYNINA C. ALFELOR
HRDO Director