



Carlos Hilado Memorial State University

Alijis Campus • Binalbagan Campus • Fortune Towne Campus • Talisay (Main) Campus

A leading GREEN institution of higher learning in the global community by 2030

(Good governance, Research-oriented, Extension-driven, Education for Sustainable Development, and Nation-building)

Office for Student Affairs and Services

Memorandum Order No. 14 S. 2024.

TO:

Dr. Ophelia M. Duayan
Dean, College of Education
Dr. Arjay Y. Alvarado
Dean, College of Arts and Sciences
Dr. Angelie P. Lopez
Dean, College of Industrial Technology
Engr. Grace C. Gerona
Dean, College of Civil Engineering
Dr. Marissa S. Quezon
Dean, CBMA
Dr. Imee R. Perante
Dean, College of Fisheries
Dr. Mitchell F. Lopez
Dean, Criminal Justice Education
Dr. Joe Marie D. Dormido
Dean, Computer Studies
Dr. Anelia B. Bascos
OSAS Coordinator (Alijis)
Dr. Eduard John C. Advincula
OSAS Coordinator (Binalbagan)
Ms. Ma. Chariz T. Demapula
OSAS Coordinator (Fortune Towne)

Dr. Jansen P. Tumabing
Seniors Aim High, Resource Speaker
Dr. Aileen A. Tranquilo
Seniors Aim High, Resource Speaker
Mr. Rhoderick K. Samonte
Seniors Aim High, Resource Speaker
Mr. Juben G. Palermo
Seniors Aim High, Resource Speaker
Dr. Ma. Elena Y. Doruelo
Seniors Aim High, Resource Speaker
Dr. Jose Rabbi B. Malaga
Seniors Aim High, Resource Speaker
Dr. Melanie T. Porquez
Director, Alumni Relations
Alumni Relations Coordinator
All Campuses
USO Advisers
All Campuses
Program Chairpersons
All Campuses



FROM:

MARIA VICTORIA G. VIOLANDA, EdD
Director, Student Affairs and Services

APPROVED BY:

JAY B. ESTRELLAS, EdD
Vice President for Academic Affairs

SUBJECT:

Rescheduling of SENIORS' AIM High Schedule for Alijis and Talisay Campuses and Mandatory Attendance

DATE:

May 21, 2024



This is to inform that the SENIORS' AIM High schedule for Alijis and Talisay Campuses will be postponed to June 5 – 7, 2024. This adjustment is necessary due to our hosting of the ROTC Games Visayas Leg from May 26 to June 1, 2024. However, the Binalbagan and Fortune Campuses' schedules will proceed as planned on May 27-29, 2024.

I kindly request your assistance in reminding and encouraging our Graduands to attend this program as it is mandatory, sanctions for non-compliant students will be announced after the event. This event is part of our commitment to student welfare in compliance with CMO 9 s. 2013 (Enhanced Policies and Guidelines on Student Affairs and Services). Your support in attendance monitoring would be greatly appreciated.

Attached herewith are the schedule of activities for each campus, approved letter for the change of schedule (Alijis and Talisay Campuses only), and guidelines for your reference. Thank you for your cooperation and understanding in this matter.



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GREEN CHMSU ExCELSIOR!

Excellence • Compassion • Environmentalism • Love of Country • Social Responsibility • Integrity • Openness • Resilience

Seniors AIM HIGH Days

Alumni Integration and Moving out with Honor,
Integrity, Growth, and Hope

“Empowering students
through exploration
of the myriad of career
opportunities”

DAY 1

MAY 27, 2024

**FORTUNE TOWNE AND
BINALBAGAN CAMPUSES**

JUNE 5, 2024

TALSAY AND ALLIS CAMPUSES

REGISTRATION

INVOCATION

NATIONAL ANTHEM

WELCOME MESSAGE

INTRODUCTION OF THE FIRST SPEAKER

Ethical Leadership: Careers with Purpose and Integrity

INTRODUCTION OF THE SECOND SPEAKER

Charting Your Career: Navigating the Career Map

PHILIPPINE ARMY CAREER TALK

INTRODUCTION OF THE THIRD SPEAKER

Soulful Serenity: Nurturing Spiritual and Mental Wellness

INTRODUCTION OF THE FOURTH SPEAKER

Polished Presence: Mastering Proper Grooming and Acing the Interview

CLOSING REMARKS AND ANNOUNCEMENT

USO TRIBUTE TO TEACHERS

DAY 2

MAY 28, 2024 (Morning)

**FORTUNE TOWNE AND
BINALBAGAN CAMPUSES**

JUNE 6, 2024 (Morning)

TALSAY AND ALLIS CAMPUSES

REGISTRATION

INVOCATION

NATIONAL ANTHEM

WELCOME MESSAGE

INTRODUCTION OF THE FIFTH SPEAKER

Money Matters: Empowering Financial Literacy
Philippine National Bank Representative

INTRODUCTION OF THE SIXTH SPEAKER

Finding Balance: Managing Stress and Anxiety in the Workplace

JUNE 6, 2024 (Afternoon)

FOR ALL CAMPUSES

**CARLOS HILADO MEMORIAL
STATE UNIVERSITY**

MARKETING ME

LIVE 2024

WEBCAST

1 Job Applications Using ResumeLink

2 Skills Development

3 Guide to Achieve Financial Freedom - Learn the Importance of Saving

Thursday June 6, 2024

Event runs from 12:30 PM to 3:30 PM

Live via: Facebook.com/Job180 | Youtube.com/Job180

Registration: bit.ly/CHMSUWebcastPer3

DAY 3

JUNE 07, 2024

FOR ALL CAMPUSES

JOB FAIR FOR ALL

CHMSU-TALSAY GYMNASIUM

REGISTRATION

INVOCATION

NATIONAL ANTHEM

WELCOME MESSAGE

Rhoderick K. Samonte - Director, CIER

ORIENTATION: WHAT EVERY CHMSU ALUMNI
FEDERATION GRADUATES NEED TO KNOW
ABOUT THE ALUMNI ASSOCIATION

Jose Rabbi Malaga, PhD - Alumni Association
President

ORIENTATION ON VALUES OF SOCIAL
SECURITY SYSTEM

Ms. Josephine P. Sombilla

INTRODUCTION AND GIVING OF TOKENS AND
CERTIFICATES TO PARTNER

Melanie T. Porquez, PhD - Director, Alumni
Relations

DECLARATION OF CAREER AND JOB EXPO
2024 OPEN AND RECRUITMENT PROCEDURES
Maria Victoria G Violanda, EdD - Director, OSAS

JOB APPLICATION, INTERVIEWS, AND ON-SITE
HIRING



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Office for Student Affairs and Services

May 10, 2024

NORBERTO P. MANGULABNAN, PhD
SUC President III

CARLOS HILADO MEMORIAL STATE UNIVERSITY

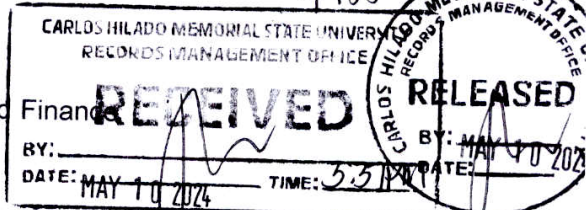
RECEIVE

OFFICE OF THE VICE PRESIDENT
FOR ACADEMIC AFFAIRS

DATE: 10 MAY 2024 BY: [Signature]

Thru: **JAY B. ESTRELLAS, EdD**
Vice President for Academic Affairs

ROSALINDA S. TUVILLA, JD
Vice President for Administration and Finance



Sir:

Warm GREEN CHMSU Greetings!

I hope this message finds you well. I am writing to inform you of a necessary adjustment to our upcoming SENIOR's AIM HIGH program schedule. Originally planned for May 27-29, 2023, we are seeking approval to reschedule the event due to our commitment to host the ROTC Games Visayas Leg from May 26 to June 1, 2024.

In light of this scheduling conflict, we propose the following revised dates for the SENIOR's AIM HIGH program at the **Alijis and Talisay campuses on June 5-7, 2024** respectively.

We believe that rescheduling the event to these dates will ensure the smooth execution of both programs without compromising the quality and impact of our initiatives. On the other hand, we confirm that the **Binalbagan and Fortune Towne campuses will proceed with the original schedule** as planned.

We appreciate your understanding and support in accommodating this adjustment. Your approval of this rescheduling request is crucial to the successful implementation of our programs. Thank you for considering our request and for your continued support of our endeavors.

We look forward to your favorable response.

Respectfully yours,

MARIA VICTORIA G. VIOLANDA
Director, Student Affairs and Services

Endorsed by:

MA. RIZA T. MANALO, PhD
Assistant Vice President for Academic Affairs

NORBERTO P. MANGULABNAN, PhD
SUC President III



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Office for Student Affairs and Services

7th SENIORS' AIM HIGH DAYS

MAY 27 - 29, 2024

GUIDELINES FOR STUDENTS:

1. Graduating students are required to attend and participate in all SENIORS' AIM HIGH activities (Mental & Spiritual Wellness, Career Orientation, and Job Fair) in compliance to their clearance to attend graduation ceremony practices.
2. Attendance will be monitored through the master list of graduating students and AIM HIGH stamped tickets.
3. Class mayors will distribute the AIM HIGH tickets to the respective students. Also, parents or guardians' official cp number shall be written on the master list of graduating students.
4. Students who have valid reasons not to attend the SENIORS' AIM HIGH activities but still deserve credit for attendance shall submit the document/s needed a week prior to the activities to the OSAS Director / OJT Coordinator. The following are valid reasons for excusing students from participating:

4. 1 Student interns outside Negros Occidental who have yet to finish their OJT requirements

Documents needed:

- 4.1.1 Formal excuse letter addressed to the OSAS Director duly noted by the Dean.
- 4.1.2 Excuse letter from the OJT Coordinator

4.2 Job Interview Commitments - If a student has a scheduled job interview that coincides with the career event.

Documents needed:

4.2.1 Formal excuse letter addressed to the OSAS Director / OJT
Coordinator duly noted by the Dean.

4.2.2 Formal letter of job interview invitation

4.3 Force Majeure - natural disasters (fire, storms, floods), governmental or societal actions (war, invasion, civil unrest, labor strikes), and infrastructure failures (transportation, energy).

Document needed: News article from a reliable source

4.4 Mental Health Concerns – Therapy Sessions

Documents needed:

4.4.1 Formal excuse letter addressed to the OSAS Director/ OJT
Coordinator duly noted by the Dean. .

4.4.2 Excuse letter from the guidance counselor or therapist/s.

4.5 Pre-approved scheduled invitational university-related trip / academic scholarship claims / political affairs

Document/s needed:

4.5.1 Formal excuse letter addressed to the OSAS Director / OJT
Coordinator duly noted by the Dean.

4.5.2 Approved university-related trip documents

4.6 Religious or Cultural Observances - religious or cultural observances that coincide with the event

Documents needed:

4.6.1 Formal excuse letter addressed to the OSAS Director / OJT
Coordinator duly noted by the Dean..

4.6.2 Excuse letter from the parish priest or church pastor

5. Student interns and USO representatives who would help assist with any of these events shall be given attendance credits (departmental hours) for their invaluable assistance.

6. Students must wear comfortable but decent attire (as stated in Students' Handbook) with ID.
7. Students must bring their own food before the start of the program to avoid disruptions and maintain a focused environment. Made of plastic drinking and eating utensils are strictly not allowed.
8. Participants must keep their place clean and observe CLAYGO every after the event.
9. Students are restricted from going out during the event except for the following valid reasons:
 - 9.1 Sudden illness or Medical Emergency - If a student is unwell or experiencing a medical emergency, a USO representative will bring them to the nurse's clinic.
 - 9.2 Family Emergency - the student must call their family and let them have a conversation with a USO representative.
 - 9.3 Sudden Force Majeure During the Event - Everyone must wait for the official announcement from the CHMSU Administration.
10. Participants must communicate any emergency or concerns to the available USO representative / OSAS staff / USO adviser / OCPS Coordinator / OSAS director when needed during the event.
11. Certificates would be given (if requested) to those who fully accomplished and submitted the electronic evaluation form at the end of the career events.