



Republic of the Philippines  
**North Eastern Mindanao State University**  
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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 11 - 016s. 2023**

**TO: Vice Presidents, Campus Directors, Directors, Deans, Chief Administrative Officers, Planning Officers, Accountant III, HRMO, Procurement Officer (Main Campus), Executive Assistant, Faculty Members with an Academic Rank of an Assistant Professor and higher (cycle 8) and Other Administrative Personnel with a Position of equal rank with that of an Assistant Professor**

**SUBJECT: 4<sup>th</sup> QUARTER REGULAR ACO-ADCO MEETING FY 2023 and THE PAGPADAYAG 2023: THE 1<sup>ST</sup> STATE OF THE UNIVERSITY ADDRESS (On-site)**

**DATE: November 13, 2023**

Please be informed that the 4th Quarter Regular NEMSU Board of Regents' Meeting is tentatively scheduled on December 19, 2023 at Commission on Higher Education (CHED) Central Office, Diliman Quezon City. All matters that need Board action must be deliberated and endorsed by the Academic and Administrative Councils. All endorsed proposals will then be reviewed and endorsed by the Finance Committee.

Anent to this, the following schedules of Meetings are hereby issued, viz:

ADCO- ACO Meeting and " Pagpadayag 2023:

The 1st State of the University Address -December 6, 2023- 9:00 AM  
Venue: NEMSU- Bislig Campus

Finance Committee Meeting -December 13, 2023 – 9:00am  
Venue: NEMSU Tandag Campus

Members of the Executive Committee, Faculty members with a rank of Assistant Professor and higher and Administrative Personnel of equal rank with the Asst. Prof. and higher must attend the ADCO-ACO Meeting onsite and Pagpadayag 2023: The 1st State of the University Address as scheduled and are hereby requested to be on their Filipinina or Barong Tagalog/Dress with touch of blue color dress code.

Furthermore, only proposals with complete staff work shall be included in the agenda for deliberation. As such, all proposals must be submitted to this office on or before December 4, 2023.

Expenses incurred in this meeting to cover meals snacks, supplies and materials shall be charged against the University Fund, while transportation shall be charged against the Local Fund of the campuses subject to the usual accounting and auditing rules and regulations.

For information and strict compliance.

**NEMESIO G. LOAYON, PhD**  
SUC President III