



Republic of the Philippines
North Eastern Mindanao State University

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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 02 - 019 , s. 2024



TO: Executive Officials of the University

SUBJECT: ONSITE ATTENDANCE OF EXECUTIVE OFFICIALS FOR THE 1st QUARTER ACO-ADCO MEETING

DATE: February 12, 2024

This is to formally inform you of your physical presence at the upcoming 1st Quarter ACO-ADCO Meeting. This gathering is slated to convene on February 13, 2024; 9:00 AM at the University Board Room, Tandag Campus.

Your attendance is of utmost importance as we assemble to address substantive matters vital to the strategic direction and operational excellence of our esteemed University.

Transportation and travel expenses of the participants shall be charged against local funds, subject to the existing accounting and auditing rules and regulations.

For information and strict compliance.

for: [Signature] 2-12-24
NEMESIO G. LOAYON, PhD
SUC President III