



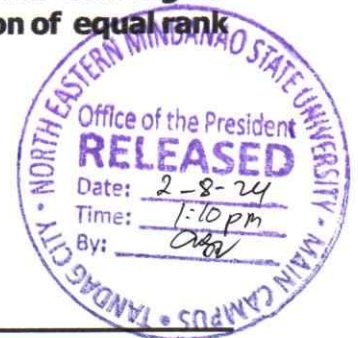
MEMORANDUM No. 02-014- 2024

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

FROM : SUC President III

SUBJECT : 1st QUARTER REGULAR ACO-ADCO MEETING FY 2024

DATE : FEBRUARY 08, 2024



Please be informed that the 1st Quarter Regular NEMSU Board of Regents' Meeting is scheduled on February 16, 2024 at 10:00 o'clock in the morning 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	-February 13, 2024- 9:00 AM (Online)
Finance Committee Meeting	- February 14, 2024- 9:00 AM (Hybrid)

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 as scheduled.

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 February 12, 2024.

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, Ph.D.
SUC President III