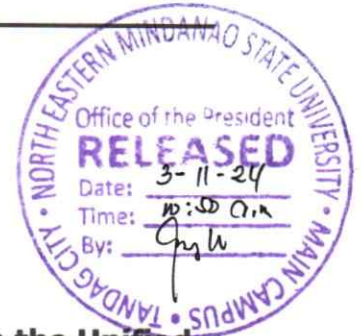




Republic of the Philippines
North Eastern Mindanao State University
Rosario, Tandag City, Surigao del Sur 8300
Telefax No. 086-214-4221
Website: www.nemsu.edu.ph



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 03 - 023 , s. 2024



TO : Planning Officers across Campuses

SUBJECT : Starter Planning cum Consultative Workshop on the Unified Reporting System

DATE : March 11, 2024

Planning Unit serves as a central hub for coordinating activities that contribute to the overall development and success of the university. By consolidating accurate data, strategic insights, and facilitating collaborative decision-making, it helps the university adapt to changing circumstances and achieve its long-term objective. This activity serves as an integral component at the inception of a project combining the critical aspects of planning, budget management and utilization and reporting system generation.

Participants are the planning officers (plantilla and designees) across the NEMSU Campuses. It will be conducted on March 15, 2024 (7:30 AM-5:00 PM) at the Old Board Room (Beside Campus Director's Office) NEMSU -Tandag Campus, Rosario, Tandag City.

Meals, snacks and other incidental expenses incurred during this activity shall be charged to the University funds subject to the usual accounting and auditing rules and regulations. Transportation and related expenses shall be charged to the campuses. This also serves as your official travel order.

For guidance and compliance.

for: *[Signature]* 3/11/24
NEMESIO G. LOAYON, PhD
SUC President III