



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](http://www.nemsu.edu.ph)



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

No. 03 - 040, s. 2024

**TO:** Vice Presidents, Campus Directors, Deans, Directors, Chief Administrative Officers, Planning Officer III, Accountant III, HRMO III, AO V (Procurement), Executive Assistant III, Faculty in all Campuses with the rank of not lower than Assistant Professor, and other Administrative Personnel with a position of equal rank with that of an Assistant Professor or higher

**SUBJECT:** MANCOM MEETING AND SPECIAL JOINT-ADMINISTRATIVE & ACADEMIC COUNCILS MEETING

**DATE:** March 25, 2024

A **Special Administrative Council** and **Academic Council** meeting will be held on **March 27, 2024**. The Administrative & Academic Councils Meeting will be held from 10:30 AM to 5:00 PM.

There will be a **Management Committee (ManCom) Meeting** on the same date from **8:00-10:30 AM**.

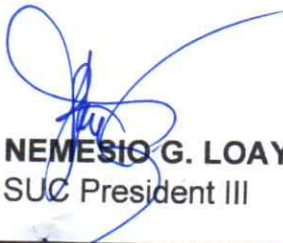
A Special Board Meeting will be held on April 5, 2024, at 10:00 AM at the CHED Central Office in Diliman, Quezon City.

**Key University Officials will attend onsite at the University Board Room, Tandag Campus, while the rest of the members will attend online via Zoom.** The Office of the Board/University Secretary will provide a link through the group chat before the meeting.

Only proposals with completed staff work shall be included in the agenda for deliberation. As such, all proposals must be submitted to the Office of the BOR/University Secretary on or before March 26, 2024.

Expenses incurred in this meeting shall be charged against University Funds through the Office of the Vice President for Administration and Finance, while transportation and travel expenses of the attendees shall be charged against local funds of the campuses, subject to the existing accounting and auditing rules and regulations.

For information and compliance. Wide dissemination of this memorandum to all concerned is highly desired.

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

