



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 OFFICE OF THE PRESIDENT
No. 04-03 s. 2024

TO : Campus Directors
 Planning Officers Designate

FROM : The Office of the President

SUBJECT : Schedule of Deadlines in Submission of Quarterly Physical Report FY 2024

DATE : April 15, 2024



As the quarter ends, Planning Officers every campus is required to submit a Quarterly Physical Report to Main campus to consolidate all the accomplishment reports and other important documents for presentation during the Full-Delivery Unit (FDU) and updating of Unified Reporting System.

To update the reports on-time, there will be a schedule of deadline in submission every quarter both softcopies and hardcopies. You can submit/upload the soft copy on this link <https://tinyurl.com/uv2b7wmm>

Schedule of Deadline in submission are the following:

| | |
|--------------------------|-------------------------------|
| April 11, 2024 | 1st Quarter |
| July 5, 2024 | 2nd Quarter |
| October 8, 2024 | 3rd Quarter |
| December 27, 2024 | 4th Quarter |

Kindly mark these dates and ensure that all reports and attachments were completed and submitted within specified deadlines. Your cooperation is highly appreciated.

For information and strict compliance.

NEMESIO G. LOAYON, Ph.D.
 SUC President III