



Republic of the Philippines
North Eastern Mindanao State University

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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 04- 057 - 2024



To : All Campus Directors, Dean of Graduate School, Faculty and Staff

SUBJECT : **CONDUCT OF PROPOSAL HEARING AND ORAL DEFENSE (THESIS/DISSERTATION), vis-à-vis, AUTHORITY TO ATTEND AS ADVISER/PANEL MEMBER**

Date : April 29, 2024

In the exigency of public service, conduct of proposal hearing and oral defense in the graduate school shall be at 5:00 o'clock in the afternoon after office hours, except if it is online or in a virtual platform.

Anent to this, all Campus Directors, Deans, Directors, is hereby directed to allow your Faculty and Staff to attend such Thesis/Dissertation defense in official time as part of their professional development. Further, all faculty and staff from satellite campuses who will attend such endeavor is encouraged to prepare a travel authority approved by the Campus Director.

Thus, all concerned faculty and staff shall attach the notification from the graduate school, and certificate of appearance.

For strict compliance.

NEMESIO G. LOAYON, PhD
SUC President III
4-29-24

c.c: all CDs, Deans, Directors
HR, VPAA, VPAF, VPREIRGAS