

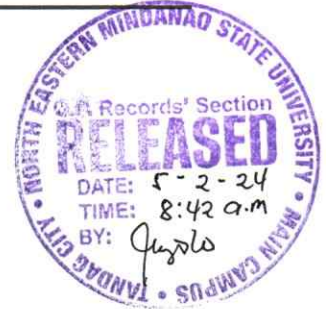


MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 05 - 002, s. 2024

TO: **Mr. Ruel Momo** - **University Driver**
Mr. Reiner G. Dumpa - **University Driver**
Mr. Jayson de Guzman - **University Driver**

SUBJECT: **TRANSPORTATION ASSIGNMENT FOR MEET AND GREET EVENT**

DATE: **May 2, 2024**



We have an upcoming event on May 3, 2024, where your assistance in transportation is crucial. You are tasked with transporting Commissioner Aldrin A. Darilag and his party for a Meet and Greet event at NEMSU Tandag and Cagwait Campuses. Here's the breakdown of your assignments:

1. Mr. Ruel Momo:

Assignment: Transport Commissioner Aldrin Darilag and party to Cagwait and then to Cagayan de Oro City.
Vehicle: Montero

2. Mr. Reiner Dumpa:

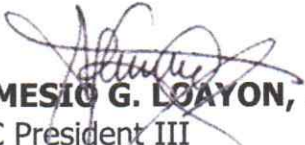
Assignment: Use the Extension Vehicle from Tandag to Cagwait to transport the VPs accompanying the Commissioner.
Vehicle: Extension Vehicle

3. Mr. Jayson de Guzman:

Assignment: Fetch Commissioner Aldrin Darilag and party within the Tandag Area and accompany them.
Vehicle: Montero

Please ensure that you are punctual and that the vehicles are well-maintained and fueled.

Your cooperation is highly appreciated in ensuring the success of this event.


NEMESIO G. LOAYON, PhD
SUC President III

Cc: Office of the VPAA
Office of the VPAF
Office of the VPRE
HRMO
Records Unit