



Republic of the Philippines  
**North Eastern Mindanao State University**

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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

No. 05-014 - 2024

To : VPAF, VPREIRGAS, CD TANDAG, CAO FINANCE, SAO FINANCE, SAO  
ADMIN, DIRECTOR FOR AUXILIARY/IGP, SECRETARIAT

SUBJECT : **INTERIM COMMITTEE TO CONDUCT AUXILIARY/IGP BIDDING  
ACTIVITIES**

Date : May 9, 2024

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In the exigency of public service, the above stated officials and employees are hereby created to compose as the Interim Committee for the conduct of Auxiliary/IGP bidding activities for space rental, the Director for Auxiliary Services/IGP is the Chairperson of this Committee.

Anent to this, the Committee is directed to facilitate the said activities from Invitation to Bid, Pre-Bid, Bid Opening, Bid Evaluation, and contract preparation.

Hence, the Committee is hereby directed to submit report to the Office of the University President upon completion of all the proceedings. *Attach herein the schedule of activities.*

Meals, snacks and other expenses incurred during these activities shall be charged to the university funds, subject to the usual accounting and auditing rules and regulations.

For compliance.

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

**ABUNDIO C. MIRALLES, Ed. D.**  
VP for Admin and Finance

c.c: miralles, salvaleon, bagood, malong,  
kim Estrada, Engr. CBadayos,  
RTLim, JLuga. IGP/Auxiliary office

5-9-24