



Republic of the Philippines  
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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
 No. DR-036 s. 2024

**TO: Vice Presidents, Campus Director, Deans, Directors, Unit Heads**

**SUBJECT: UPDATED SIGNATORIES FOR THE APPLICATION FOR LEAVE OF ABSENCE FORM (CIVIL SERVICE FORM NO. 6) FOR NEMSU TANDAG CAMPUS ONLY**

**DATE: May 21, 2024**

This is to implement an updated procedure for the signatories on the Application for Leave of Absence (Civil Service Form No. 6) for NEMSU Tandag Campus. This update is effective immediately. Please refer to the table below for the updated recommending approval and approving authorities:

<b>Applicant</b>	<b>Recommending Approval</b>	<b>Approving Authority</b>
Instructors and Assistant Professors	Immediate Supervisor or Department Chairperson	Campus Director
Associate Professors	Immediate Supervisor or Department Chairperson	Vice President for Academic Affairs
Professors	Immediate Supervisor or Department Chairperson	President
Vice Presidents	President	President
Campus Directors	Vice President for Administration and Finance	President
Deans	Vice President for Academic Affairs	President
Directors	Vice President for Administration and Finance	President
Administrative Officer V	Immediate Supervisor or Division Chief	President
Administrative Aide VI (Clerk III) Office of the CD	Campus Director	Campus Director
Administrative Aide IV (Clerk II) Office of the CD	Campus Director	Campus Director
Administrative Officer III (Cashier II)	Immediate Supervisor or Head of Unit/Office	Campus Director
Administrative Assistant II (Disbursing Officer II)	Immediate Supervisor or Head of Unit/Office	Campus Director
Clerk III (Cashier Unit)	Immediate Supervisor or Head of Unit/Office	Campus Director
Administrative Officer IV (HRMO II)	Immediate Supervisor or Head of Unit/Office	Campus Director
Administrative Officer II (HRMO I)	Immediate Supervisor or Head of Unit/Office	Campus Director
Clerk III (HRMO)	Immediate Supervisor or Head of Unit/Office	Campus Director



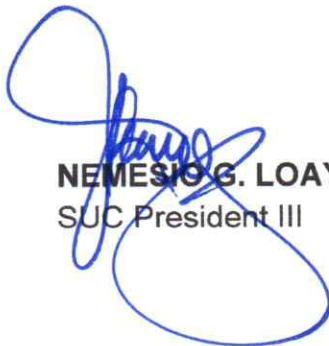
Administrative Officer III	Immediate Supervisor or Head of Unit/Office	Campus Director
Administrative Assistant I (Buyer I)	Immediate Supervisor or Head of Unit/Office	Campus Director
Administrative Officer I (Records Officer I)	Immediate Supervisor or Head of Unit/Office	Campus Director
Clerk III (Records Unit)	Immediate Supervisor or Head of Unit/Office	Campus Director
Administrative Officer I (Supply Officer I)	Immediate Supervisor or Head of Unit/Office	Campus Director
Administrative Assistant II (Property Custodian)	Immediate Supervisor or Head of Unit/Office	Campus Director
Accountant II	Immediate Supervisor or Head of Unit/Office	Campus Director
Administrative Assistant III (Senior Bookkeeper)	Immediate Supervisor or Head of Unit/Office	Campus Director
Clerk III (Accounting Unit)	Immediate Supervisor or Head of Unit/Office	Campus Director
Administrative Officer IV (Budget Officer II)	Immediate Supervisor or Head of Unit/Office	Campus Director
Administrative Assistant II (Budgeting Assistant)	Immediate Supervisor or Head of Unit/Office	Campus Director
Clerk III (Budget Unit)	Immediate Supervisor or Head of Unit/Office	Campus Director
All others not mentioned above	Immediate Supervisor or Head of Unit/Office	President

**All Unit/Office Heads should attach in their application for leave a copy of their Designation Order for an Officer-in-Charge.**

Please ensure that you follow the updated procedure for leave applications to avoid any delays in processing.

These changes are intended to streamline the approval process, ensure proper oversight, and enhance the efficiency of leave management within the campus. By clearly defining the recommending and approving authorities for various positions, we aim to facilitate timely and accurate processing of leave applications.

Thank you for your cooperation.

  
**NEMESIO G. LOAYON**  
SUC President III