



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 05 - 045, s. 2024



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

SUBJECT: ADDENDUM TO MEMORANDUM NO. 05-036, s. 2024, RE: UPDATED SIGNATORIES FOR THE APPLICATION FOR LEAVE OF ABSENCE FORM (CIVIL SERVICE FORM NO. 6) FOR NEMSU TANDAG CAMPUS ONLY

DATE: May 28, 2024

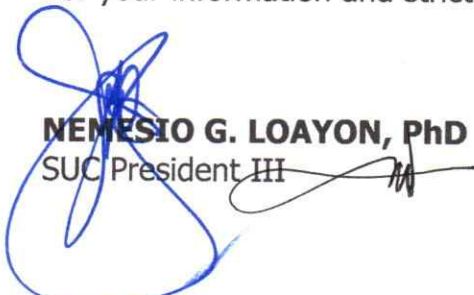
This addendum serves to update the list of signatories for the Application for Leave of Absence Form (Civil Service Form No. 6) specific to the NEMSU Tandag Campus. The following table outlines the designated recommending approval and approving authority for each office:

Applicant	Recommending Approval	Approving Authority
Administrative Aide I-VI	Immediate Supervisor or Head of Unit/Office	Campus Director
Administrative Assistant I-V	Immediate Supervisor or Head of Unit/Office	Campus Director
Administrative Officer I-III	Immediate Supervisor or Head of Unit/Office	Campus Director

Please ensure that these updated signatories are used for all future applications for leave of absence. This addendum is effective immediately and remains in effect unless otherwise revoked or rescinded.

All other provisions of Memorandum No. 05-036, s. 2024 remain in effect.

For your information and strict compliance.


NEMESIO G. LOAYON, PhD
 SUC President III