



Republic of the Philippines
North Eastern Mindanao State University
Rosario, Tandag City, Surigao del Sur 8300
Telefax No. 086-214-4221
Website: www.nemsu.edu.ph



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 05-055, s. 2024

TO: **MAXIMO P. SUAL** Admin. Aide III (Driver I)
SUBJECT: **REASSIGNMENT OF MR. MAXIMO P. SUAL, DRIVER I**
DATE: May 30, 2024



Effective **June 3, 2024**, Mr. Maximo P. Sual, Driver I, is hereby reassigned from North Eastern Mindanao State University (NEMSU) Tandag Campus to NEMSU Cantilan Campus.

Mr. Sual has served the Tandag Campus with utmost commitment and dedication for the past 12 years. His performance and service have been exemplary, and he has fulfilled his duties without any reservation.

This reassignment considers several factors, including Mr. Sual's age, health reasons, and his residence in Cantilan, where his family resides. We believe that this transfer will benefit Mr. Sual and enable him to continue his dedicated service to the university in a capacity that better aligns with his personal circumstances.

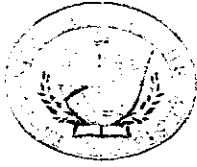
Please ensure a smooth transition and accomplish clearance.

We extend our gratitude to Mr. Sual for his years of dedicated service at Tandag Campus and look forward to his continued contributions at Cantilan Campus.

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON
SUC President III

Cc: Campus Director of Tandag
Campus Director of Cantilan
General Services Unit
Vice President for Admin. & Finance



File

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May 9, 2024

NEMESIO G. LOAYON, PhD
University President III
North Eastern Mindanao State University
Tandag City

Sir:

Greetings of peace!

Foremost, I would like to wish you good health and prosperity. I am writing this letter to convey my humble request with your good office for my transfer of place of assignment from Tandag to Cantilan campus.


Currently, I am holding the position of Administrative Aide III (Driver I) for almost 12 years. Also, I am serving the University as Driver, that throughout my stint here in Tandag campus I serve and perform my duties and functions with utmost commitment and dedication, and without any reservation.

Anent, considering my age, and health reasons, thus, it is my ardent desire to be with my family, children, and grandchildren in Cantilan where my family resides.

Hence, I would like to respectfully request for a transfer of assignment from Tandag to Cantilan effective on May 15, 2024.

Rest assured that I will comply all the clearances on or before May 30, 2024. Finally, allow me to express my heartfelt gratitude to all the favors you granted unto me. Hope and pray that your leadership may flourish and a successful one.

Thank you and God bless.

Truly yours,

MAXIMO P. SUAL
Driver I

Copy furnished:
VPAF
Campus Director