



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
NO. 06-005, s. 2024

TO : OIC CAMPUS DIRECTOR OF NEMSU-TANDAG AND PROJECT MANAGEMENT UNIT

FROM : Office of the University President

SUBJECT : GROUNDBREAKING CEREMONY FOR THE COLLEGE OF MEDICINE

DATE : June 3, 2024



The Office of the President announces the upcoming groundbreaking ceremony for the new College of Medicine, scheduled for the 3rd or 4th week of June 2024. The Campus Director's Office of Tandag and the Project Management Unit are assigned to oversee the organization and execution of this event.

The budget for the ceremony will be charged to the Office of the Campus Director - NEMSU Tandag. It is crucial that all expenses are documented and comply with university financial policies. The Campus Director's Office and the Project Management Unit will jointly prepare the event proposal, which should include the schedule of activities, budget breakdown, list of attendees, logistical arrangements, and a communication plan.

The Office of the President is confident in the capabilities of the Campus Director's Office and the Project Management Unit to deliver a successful event.

NEMESIO G. LOAYON, PhD

SUC President III

BY THE AUTHORITY OF THE UNIV. PRESIDENT

CC: Budget Office

ABUNDIO C. MIRALLES, Ed. D.
 VP for Admin and Finance
 JUN 03 2024