



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. - - s. 2024
06-029

TO: Vice Presidents, Campus Directors, Directors, Deans, Chief Administrative Officers, Planning Officers, Accountant III, HRMO, Procurement Officer (Main Campus), Executive Assistant, Faculty Members with an Academic Rank of an Assistant Professor and higher (cycle 8) and Other Administrative Personnel with a Position of equal rank with that of an Assistant Professor and higher

SUBJECT: 2nd QUARTER REGULAR JOINT ACO-ADCO MEETING FY 2024 (Hybrid)

DATE: June 20, 2024

Please be informed that the 2nd Quarter Regular NEMSU Board of Regents' Meeting is tentatively scheduled on July 11-12, 2024, at SNSU, Surigao City, Surigao del Norte. All matters that need Board action must be deliberated and endorsed by the Academic and Administrative Councils. All endorsed proposals will then be reviewed and endorsed by the Finance Committee and Academic-Administrative Committee.

Anent to this, the following schedule of Meeting is hereby issued, viz:

2nd Quarter Regular Joint ACO-ADCO Meeting - July 4, 2024- 9:00 AM
Host: NEMSU- Tandag Campus

2nd Quarter Regular FinCom and AcAdCom Meeting - July 5, 2024- 9:00 AM
Venue: New Boardroom, Admin Bldg

ACO- ADCO members with Salary Grade 15-17 shall attend via zoom while members of the Executive Committee, Faculty members with a rank of Assistant Professor and higher and Administrative Personnel of equal rank with the Asst. Prof. and higher must attend onsite.

Furthermore, only proposals with complete staff work shall be included in the agenda for deliberation. As such, all proposals must be submitted to this office on or before June 28, 2024.

Expenses incurred in this meeting to cover meals snacks, supplies and materials shall be charged against the University Fund, while transportation shall be charged against the Local Fund of the campuses subject to the usual accounting and auditing rules and regulations.

For information and strict compliance.

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