



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 07-D16, S.2024

TO : VPAF, Director for Auxiliary/IGP, CAO Finance, SAO Finance, IGP Head, Auxiliary Head, AO-V, Accountants, Budget Officers, and Secretariat

SUBJECT : **ATTENDANCE TO MID-YEAR ASSESSMENT MEETING OF IGP's and AUXILIARY SERVICES OF THE UNIVERSITY, CUM, PRE-PLANNING FOR FY 2025**

DATE : July 15, 2024



In the exigency of public service, the above-mentioned officials are hereby directed to attend an Assessment Meeting on July 19, 2024, at 9:00am to 5:00pm at the New Board Room, Second floor, Administration Building NEMSU, Main Campus-Tandag City.

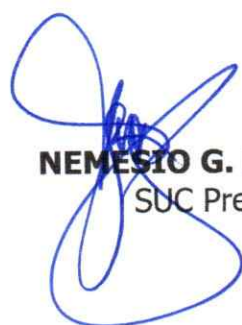
In view, each Campus shall prepare their respective Quarterly Financial Statement of each Project as required by the Commission on Audit. Further, each IGP and Auxiliary Heads will render a report in all existing IGP and Auxiliary Services, also, the current status of all receivables or payables of all financial transactions.

Finally, each IGP and Auxiliary Head will present their respective plans, projects and programs for the ensuing year 2025 with corresponding budgetary requirements.

Transportation, meals, snacks and other incidental expenses of this activity shall be charged to the University funds subject to the usual accounting and auditing rules and regulations.

For your guidance and strict compliance.

This serves as travel order.


NEMESIO G. LOAYON, PhD
SUC President III

C.c: as stated