



Republic of the Philippines  
**North Eastern Mindanao State University**

**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

No. 08-003, s. 2024

To: **Vice Presidents, Campus Directors, and All Unit/Office Heads**  
Date: **August 2, 2024**  
Subject: **CONTINUATION OF THE ADOPTION OF AUSTERITY MEASURES IN ALL OFFICES**



Greetings of peace and solidarity.

Effective immediately, all campuses and offices of North Eastern Mindanao State University (NEMSU) are directed to strictly continue implementing austerity measures to ensure efficient use of resources and maintain financial stability.

The following guidelines must be observed:

1. Limit procurement to essential items only. All non-essential purchases must be deferred.
2. Implement strict monitoring and control of spending across all expense categories.
3. Prioritize expenditures that directly support academic programs and student welfare.
4. Implement energy-saving practices such as turning off lights and equipment when not in use. For well-ventilated offices, turn on air-condition units at 9:00 am and off at 4:30 pm, in addition to lunch break.
5. Ensure proper maintenance of air conditioning units and other electrical equipment.
6. Explore renewable energy options to reduce reliance on traditional power sources.
7. Promote water conservation measures across all campuses.
8. Regularly check for and repair leaks in plumbing systems.
9. Educate the university community on best practices for water conservation.
10. Implement proper waste segregation and disposal protocols.
11. Promote recycling and reuse of materials wherever possible.
12. Reduce the use of single-use plastics and encourage the use of reusable alternatives.
13. Limit official travel to essential activities only.
14. Explore virtual or hybrid options for meetings, conferences, and events.
15. Ensure strict compliance with travel policies and guidelines.

Officials with RATA shall include in their monthly accomplishment reports, the austerity measures implemented.

Chief and Supervising Administrative Officers will regularly monitor the implementation of these measures and provide necessary guidance and support.

These austerity measures are essential to ensure the long-term sustainability of NEMSU. Your full cooperation and support in implementing these guidelines are greatly appreciated.

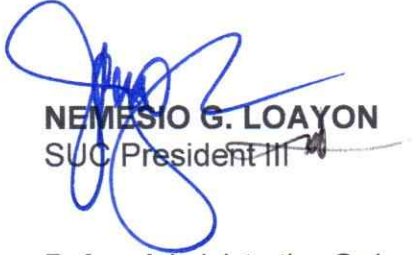


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For any clarifications or concerns, please contact the Office of the President.

Thank you for your commitment to the university's mission and vision.

For the grassroots and in the spirit of vibrant leadership,



**NEMESIO G. LOAYON**  
SUC President III

Ref.: Administrative Order No. 103 (Malacañang)

Cc: VPAF, CAOs, SAOs