



Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
 No. 08-027, s, 2024

TO: Vice President for Academic Affairs, Vice President for Admin. and Finance, Vice President for Research and Extension, Deans, Unit Heads, Assigned Document Controller of Tandag Campus

DATE: August 27, 2024

SUBJECT: HARMONIZATION OF ISO FORMS MEETING

In accordance with University Order No. 007, s. 2024 entitled "Administrations Brand of Governance and Leadership of the President", all units are required to adopt and incorporate the new header and footer on all university documents.

For a uniform template and other forms, each office will designate or assign a Document Controller to oversee and manage the document forms on their respective offices. As such, to facilitate this transition, a meeting will be conducted with all designated document controllers at the Office of the Quality Assurance on the following schedule:

- Offices under the VPAF – August 28, 2024, 1:30pm
- Offices under the VPAA – August 28, 2024, 3:00pm
- Offices under the VPRE – August 29, 2024, 9:00am
- Offices under the OP – August 29, 2024, 1:30pm

For widest dissemination and strict compliance

FOR AND ON BEHALF OF

NEMESIO G. LOAYON, PhD
 SUC President III

EVELYN T. BAGOOD, EdD
 Campus Director - Main Campus

