



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

**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 08 - 035, s. 2024**

**TO: Dr. Mick Mars P. Silvano - Executive Assistant III**  
**Mr. John Mark C. Palen - Instructor I**

**DATE: August 29, 2024**

**SUBJECT: PRODUCTION OF THE 2023 ACCOMPLISHMENT REPORT**



Greetings of peace and solidarity.

In the exigency of service, you are instructed to facilitate and oversee the production of the 2023 Accomplishment report on September 4-6, 2024 (inclusive of travel time) at NEON-RRJ Printing Services, Door 9-10 UM Arcade Bolton St., Davao City.

Expenses incurred in this activity including transportation and travel expenses shall be charged to the general funds of the university subject to the usual accounting and auditing rules and regulations.

Please be guided accordingly.

For the grassroots and in the spirit of vibrant leadership,

FOR AND ON BEHALF OF

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

  
EVELYN T. BAGOOD, EdD  
Campus Director- Main Campus

By the Authority of the President:

  
**EVELYN T. BAGOOD, EdD**  
OIC Campus Director, Tandag Campus  
OIC, Office of the President

Cc: CITE Dean  
File c/o Records Unit