



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

**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 08-037, s. 2024**



**TO: Marcelo Pagapong Jr.**

**DATE: August 30, 2024**

**SUBJECT: ASSIGNMENT AS STANDBY DRIVER OF THE UNIVERSITY**

Greetings of peace and solidarity.

This is to inform you that effective immediately, you are designated as the standby driver for the University today, August 30, 2024. As the need arises, you may be called upon to provide transportation services for official university activities, events, and other related duties.

Please ensure that you are reachable at all times and ready to respond promptly when your services are required. Your cooperation in fulfilling these duties is highly appreciated.

Thank you for your continued dedication and service to the university.

For the grassroots and in the spirit of vibrant leadership,

AUG 30 2024

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

