



Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 09-012, s. 2024

TO: **Dr. Annie Y. Samarca** - **Dean, CTE**
Dr. Shyla O. Moreno - **Director, Culture & Arts and Sports Development**
Dr. Ermie Lux L. Matildo - **Head, Curriculum Development & Internationalization of Tandag Campus**

DATE: **September 4, 2024**

SUBJECT: **RELOCATION OF OFFICE**

In view of the growing population of the University, please be informed that the Office of the Curriculum Development & Internationalization Head of Tandag Campus is hereby transferred to the Old Curriculum Director's Office, located beside the Office of the Sports Development Head of Tandag Campus.

Meanwhile, the Office of Culture & Arts and Sports Development Director's Office will be relocated to the VIP Lounge 2 (parallel to CET/CITE building), back of the NEMSU Gymnasium.

The Office of the Dean of the College of Teacher Education (CTE) will occupy the former office space of the Curriculum Development & Internationalization Head of Tandag Campus.

Kindly proceed with the necessary arrangements to ensure a smooth transition at your most convenient time within the week. The general services unit shall assist with these movements.

Your attention to this matter is appreciated.

For information and strict compliance.

SEP 06 2024

NEMESIO G. LOAYON, PhD
SUC President III

Cc: *Office of the Vice President for Admin and Finance*
Office of the Vice President for Academic Affairs
Office of the Campus Director, Tandag
General Services Unit