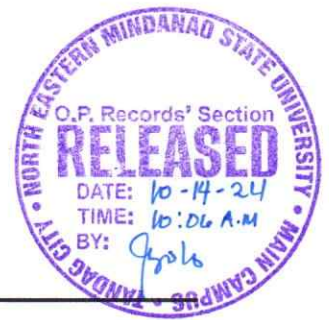




Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 10-013 s. 2024

TO : Vice Presidents, Campus Directors, Directors, Deans, Chief Administrative Officers, Planning Officers, Accountant III, HRMO, Procurement Officer (Main Campus), Executive Assistant, Faculty Members with an Academic Rank of an Assistant Professor and higher (cycle 8) and Other Administrative Personnel with a Position of equal rank with that of an Assistant Professor and higher

SUBJECT : 3rd QUARTER JOINT ACO-ADCO MEETING FY 2024 (On-site)

DATE : October 9, 2024

Greetings of peace and solidarity.

Please be informed that the 4th Quarter NEMSU Board of Regents' Meeting is tentatively scheduled on November 6, 2024 at SNSU Main Campus, Surigao City. All matters that need Board action must be deliberated and endorsed by the Academic and Administrative Councils. All endorsed proposals will then be reviewed and endorsed by the Finance Committee and Academic-Administrative Committee.

Anent to this, the following schedules of Meetings are hereby issued, viz:

4th Quarter ACO- ADCO Meeting - October 22, 2024- 9:00 AM
Venue: NEMSU-Cagwait Campus

Members of the Executive Committee, Faculty members with a rank of Assistant Professor and higher, and Administrative Personnel of equal rank with the Asst. Prof. and higher must attend the ACO-ADCO Meeting onsite.

Furthermore, only proposals with complete staff work shall be included in the agenda for deliberation. As such, all proposals must be submitted to this office on or before October 18, 2024.

Expenses incurred in this meeting to cover meals snacks, supplies, and materials shall be charged against the University Fund, while transportation shall be charged against the Local Fund of the campuses subject to the usual accounting and auditing rules and regulations.

For information and strict compliance.

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON, PhD
SUC President III

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