



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

**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 10 - 035, s. 2024**



**TO: Ms. Anilyn L. Encenia - Records Unit Staff**  
**Mr. Eladio Montenegro - Records Unit Staff**

**DATE: October 24, 2024**

**SUBJECT: TEMPORARY ASSIGNMENT TO THE OFFICE OF THE PRESIDENT**

Greetings of peace and solidarity.

The Office of the SUC President provides overall leadership and direction for the University, ensuring that it meets its educational and administrative goals.

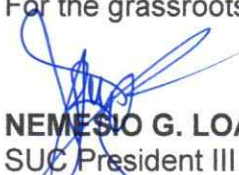
In line with this, you are directed to be temporarily assigned to assist in the operations of the Office of the President on October 28-31, 2024. This assignment is crucial to ensure the office's smooth workflow and efficient services to clients.

You are to assist and focus with OP official transactions such as receiving of documents that need approval of the President such as activity proposals, authority to travels/itinerary of travels, application for leave of absences, requests for professional development, office memoranda/orders from other units, purchase requests, purchase orders, vouchers, financial documents for Land Bank of the Philippines, vehicle passes/trip tickets; dissemination of financial documents to cashiering unit/procurement unit and any additional tasks as directed by the Executive Assistant III or the President.

You are also directed to ensure a smooth transition with the RU so they can also focus on their official functions such as receiving of invitations and other correspondences from partner/regulatory agencies, routing of memoranda/acted documents to concerned personnel/faculty/unit/campus and ensuring effective records management.

Please be guided accordingly.

For the grassroots and in the spirit of vibrant leadership,

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

cc: Records Officer III

📍 Rosario, Tandag City, Surigao del Sur 8300  
 📞 086-211-4221  
 🌐 [www.nemsu.edu.ph](http://www.nemsu.edu.ph)

