



Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 11 - 024, s. 2024

TO: Dr. Ariston O. Ronquillo - Campus Director, Tagbina
 Dr. Florife O. Urbiztondo - OIC Campus Director, San Miguel
 Atty. Michiko Donaire-Maglinte - Legal Officer III
 Ms. Glou Diamond D. Destajo - Legal Assistant II

DATE: November 14, 2024

SUBJECT: PREPARATION FOR THE MOA SIGNING AND MEETING WITH THE PHILIPPINE COCONUT AUTHORITY ON THE SEED FARM DEVELOPMENT PROJECT

Greetings of peace and solidarity.

This memorandum serves as notice for the **upcoming MOA signing and meeting with the Philippine Coconut Authority (PCA), scheduled for November 15, 2024, at 9:00 AM in the University Board Room, NEMSU Tandag Campus.** The following individuals are invited to attend the meeting with the University President:

Attendees	Position
Dr. Ariston O. Ronquillo	Campus Director, Tagbina
Dr. Florife O. Urbiztondo	OIC Campus Director, San Miguel
Atty. Michiko Donaire-Maglinte	Legal Office III
Ms. Glou Diamond D. Destajo	Legal Assistant II

The following units and individuals are assigned of the tasks for the preparation to ensure the success of this event, viz:

Tasks	Assigned Unit
Provide a Master of Ceremony and prepare the program	Information Unit c/o Mr. Joseph B. Cabadonga
Ensure the presence of a technical assistant for any technical needs during the meeting	ICT Unit c/o Mr. Anthony B. Yanto





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All involved units are requested to coordinate and finalize preparations promptly before the event start time.

All expenses related to the attendance of the activity, including transportation and other necessary expenditures, shall be charged against the available Local Funds, subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

For the grassroots and in the spirit of vibrant leadership,

NEMESIO G. LOAYON, PhD
SUC President III

Cc: *Information Unit*
ICT Unit