



Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 11-D15 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: CONDUCT OF ONLINE ACO-ADCO MEETING

DATE: November 8, 2024

Please be informed that ***the 3rd and 4th Quarter Regular NEMSU Board of Regents' Meeting has been rescheduled to November 22, 2024.*** The meeting will take place at the CHED Central Office, HEDC Building, C.P. Garcia Avenue, UP Compound, Diliman, Quezon City.

All items requiring Board action must first be reviewed and endorsed by the Academic and Administrative Councils. Following the decisions made during the 3rd ACO-ADCO meeting, only proposals that have been discussed and endorsed by these councils will be forwarded for further review by the Finance Committee and Academic-Administrative Committee.

Anent to this, the following schedule of Meeting is hereby issued, viz:

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| Online Joint ACO-ADCO Meeting | - November 13, 2024- 9:00 AM Venue: Online |
| FinCom and AcAdCom Meeting | - November 15, 2024- 1:00 PM Venue: Online |

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 ADCO-ACO Meeting online as scheduled.

Furthermore, only proposals with complete staff work shall be included in the agenda for deliberation.

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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