



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



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
No. R-023, s. 2024

**TO:** Campus Directors and their HRMOs  
Accountant III  
All others concerned

**DATE:** December 12, 2024

**SUBJECT:** SUBMISSION OF PAYROLL OF JOB ORDER AND CONTRACT OF SERVICE EMPLOYEES FOR GRATUITY PAY, SUBJECT TO GUIDELINES TO BE RELEASED BY THE OFFICE OF THE PRESIDENT OF THE PHILIPPINES

Greetings of peace and solidarity.

The Campus Directors, through their HRMOs, are directed to prepare the payroll for the Gratuity Pay (5,000.00) of Job Orders and Contracts of Service Employees, subject to the guidelines to be released by the Office of the President of the Philippines.

The submission deadline is December 18, 2024, to be submitted to the university's Accounting Unit.

If you have questions, please contact the Accounting Unit through Accountant III, Mr. Floyd Mendez.

For your information and compliance. Padayon sa pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,

  
**NEMESIO G. LOAYON**  
SUC President III