



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 0016 s. 2025

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 : 4TH QUARTER REGULAR JOINT ACO-ADCO MEETING FY 2024 (Online)

DATE : January 9, 2025



Greetings of peace and solidarity.

Please be informed that the 4th Quarter NEMSU Board of Regents' Meeting is tentatively scheduled for **January 23, 2025** that shall be conducted online. All matters that need Board action must be deliberated and endorsed by the Academic and Administrative Councils. The Finance Committee and Academic-Administrative Committee will then review and endorse all endorsed proposals.

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

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| 4 th Quarter Regular Joint ACO- ADCO Meeting | - | January 14, 2025 - 9:00 AM
Online |
| 4 th Quarter Regular FinCom and AcadCom Meeting | - | January 17, 2025 - 9:00 AM
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 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 **January 11, 2025**.

Expenses incurred in this meeting to cover meals snacks, supplies, and materials shall be charged against the respective Campus Funds, 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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