



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



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
 No. 0030, s. 2025

**TO:** Vice Presidents  
 Budget Officer III  
 Executive Assistant III  
 Information Technology Officer I  
 Information Officer III & Information Officer I  
 Planning Officer III  
 Project Development Officer III  
 Administrative Officer V (Quality Assurance Office)

**DATE:** January 8, 2025

**SUBJECT:** 1<sup>ST</sup> CONVERGENCE FOR THE PRESIDENT'S REPORT  
 (4<sup>TH</sup> QUARTER, FY 2024)

Greetings of peace and solidarity.

You are enjoined to attend the **1<sup>st</sup> Convergence for the President's Report** on **January 15, 2025, at 2:00 PM** at the University **Board Room**, 2nd Floor, Administration Building, NEMSU Tandag Campus, Tandag City. The undersigned will present such a report for the upcoming Board of Regents Meeting on January 23, 2025.

Participants in this convergence are the following:

Panel	President Vice Presidents Executive Assistant III
Presenters	Planning Officer III <b>Physical Report of Operations</b>
	Project Development Officer III <b>Status of &amp; Actions Taken on Infrastructure Projects</b>
	Budget Officer III <b>Budget Utilization Report</b>
	Information Technology Officer I <b>Infrastructure and System Upgrade &amp; Digital Transformation Initiatives</b>
	Administrative Officer V (Quality Assurance Office) <b>COPC, PQA, and Accreditation Status</b>
Host	Information Officer III
Documentation and Publication	Information Officer I
Secretary	Board Secretary I
Technical Operator	One (1) ICTU Staff

The report covers the **last (4<sup>th</sup>) quarter of FY 2024**. This convergence will be essential to compiling the necessary information for the president's report as part of our ongoing efforts to ensure comprehensive updates on key activities, financial performance, and strategic initiatives. The convergence also aims to provide the President with the full details and background on all data presented during the Board Meeting.





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The convergence flow is as follows:

Part	Person Responsible
1. National Anthem	AVP, ICTU Staff
2. Prayer	AVP, ICTU Staff
3. Acknowledgment of Participants	Information Officer III
4. Welcome Message	Vice President for Administration and Finance
5. Statement of Purpose	Executive Assistant III
6. Message	SUC President III
7. Presentation and Feedback Proper	Presenters and Panel Members
8. Distribution of Certificates and Pictorial	President, EA, and Information Officer I
9. Closing Remarks	Vice President for Academic Affairs
10. NEMSU Hymn	ICTU and Everyone

Please be guided accordingly. The afternoon snacks of the 20 participants, including the working committees, shall be charged to the University's available local funds, subject to the existing accounting and auditing rules and regulations.

Padayon sa pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,

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