



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 0041, s. 2025



TO: All Campus Directors
CAO-Finance Division
Campus Budget Officers
Campus Procurement Officers
Campus BAC Secretaries

DATE: January 17, 2025

SUBJECT: SUBMISSION OF COMPLETED STAFF WORK FOR THE
BOARD MEETING ON JANUARY 23, 2025

Greetings of peace and solidarity.

You are hereby informed to submit the following documentary requirements for the conduct of the Board of Regents Meeting on January 23, 2025.

1. Revised APP as to BOR Presentation Format (link will be provided by the Procurement Office of Tandag for the format/template)
2. Revised APP as to GPPB Format
3. PPMP
4. Revised PRE
5. Mandatory Reserve Fund Proposal (c/o CAO-Finance)

Deadline of submission on these documents will be **today at 12:00 midnight**.

All documentary requirements will be submitted through the Group Chat managed by the Procurement Unit.

Please be guided accordingly. For strict compliance and widest dissemination to all concerned. Padayon sa pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,

NEMESIO G. LOAYON
SUC President III