



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



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

No. 0054, s. 2025

**TO: Vice-Presidents, Campus Directors, Deans, Directors, Board Secretary V, CAOs, SAOs, Budget Officer III, Planning Officer III, Accountant III, HRMO, and all other Unit/Office Heads**

**SUBJECT: CONDUCT OF EXECUTIVE COMMITTEE (EXECOM) MEETING ON FEBRUARY 4, 2025**

**DATE: January 30, 2025**

Greetings of Peace and Solidarity!

This is to inform you that the Executive Committee Meeting is scheduled for February 4, 2025, at 9:00 AM, and will be hosted by NEMSU—Bislig Campus, Bislig City.

The participants in the said meeting are the VPRE, VPAF, VPAA, Campus Directors, Board Secretary V, CAOs, SAOs, Budget Officer III, Planning Officer III, Accountant III, and all other Unit/Office Heads.

Expenses incurred in this meeting to cover meals and snacks in the conduct of this meeting shall be charged from the general funds of the University.

The University Secretary shall therefore prepare the agenda of the meeting in concurrence with the President.

For information and strict compliance.



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