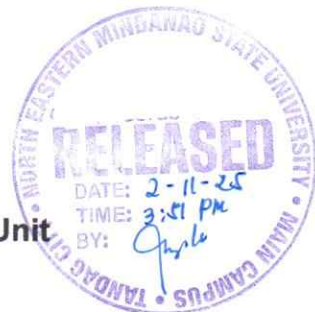




Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 6072, s. 2025



TO: Vice Presidents, Campus Directors, Deans, Directors
Unit/Office Heads, Supply and Property Management Unit
Campus Supply and Property Management Offices
All others concerned

DATE: February 11, 2025

**SUBJECT: PROPER TURNOVER OF OFFICE PROPERTIES AND
EQUIPMENT UPON REASSIGNMENT**

Greetings of peace and solidarity.

It has come to our attention that there have been instances where personnel reassigned to different offices have taken properties and equipment from their previous assignments without proper authorization. This memorandum serves to remind all employees that university properties and equipment are institutional assets and must remain within their designated offices unless officially reassigned through proper channels.

All properties and equipment assigned to a specific office are to remain in that office. Employees transitioning to new roles or offices are not permitted to take these assets with them.

Outgoing personnel must conduct a thorough turnover of all properties and equipment to the incoming designee or the immediate supervisor. This process should include:

- **An itemized inventory of all assets.**
- **Completion of necessary turnover documentation.**
- **Verification and acknowledgment by the receiving party.**

This directive aligns with the Government Auditing Code of the Philippines (Presidential Decree No. 1445), which mandates:

- **Section 101:** "Every officer of any government agency whose duties permit or require the possession or custody of government funds or property shall be accountable therefor and for the safekeeping thereof in conformity with law."
- **Section 102:** "The head of any agency of the government is immediately and primarily responsible for all government funds and property pertaining to his agency. Persons entrusted with the possession or custody of the funds or property under the agency head shall be immediately responsible to him without prejudice to the liability of either party to the government."

Failure to adhere to these procedures may result in administrative or legal actions, as unauthorized use or misapplication of government property can lead to personal liability.

We trust that all personnel will comply with these directives to ensure the integrity and proper management of university assets.

For any clarifications, please contact the Supply and Property Management Unit.

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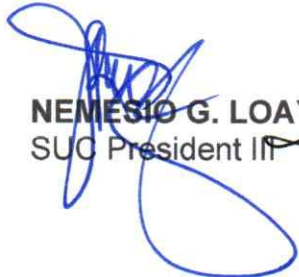


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Thank you for your cooperation.

Padayon sa pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,



NEMESIO G. LOAYON
SUC President III

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