

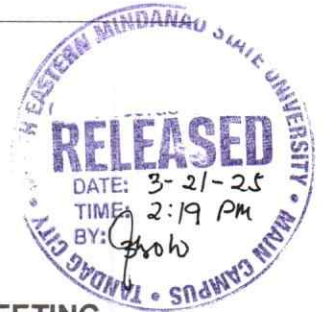


Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM OFFICE OF THE PRESIDENT

No. 0149, s. 2025

TO : **All concerned NEMSU Officials and Employees**
DATE : **March 21, 2025**
SUBJECT : **SUC LEVELLING ASSESSMENT AND COORDINATION MEETING**



Greetings of peace and solidarity.

This is to inform you that the University, through the Planning Unit, will conduct a **SUC Leveling Assessment and Coordination Meeting on March 25, 2025; 8:00 AM** at the **Board Room, 2nd Floor, Administration Building, NEMSU-Tandag Campus**. This session will focus on the crucial process of evaluating, assessing, and finalizing the submission of evidence for the SUC Leveling Exercise, enabling the efficient consolidation and preparation of all necessary documents.

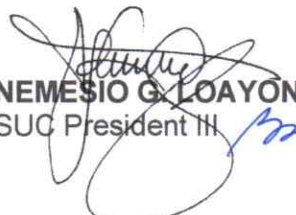
Participants of the meeting are the following: Vice Presidents, CAO & SAO Finance, CAO & SAO Admin, Campus Directors, Director for Research & Development, Director for Extension Services and Linkages, Deans, Planning Officer III, Planning Officers Across Campuses, PDO III, AO V-Quality Assurance, Registrar III, Budget Officer III, Accountant III, Records Officer III, HRMO III, Information Officer III, Information Technology Officer, OIC Supply Officer III, Director for OSWD, University Clinic Head, TES Coordinator and the documenters (Planning Officers & IT).

Responsible offices from all campuses are requested to bring their necessary documents and laptops to facilitate the clarification of the presented evidences. This exercise is vital as the SUC Level directly impacts the University's benefits and privileges. An accurate and comprehensive submission is therefore imperative to maintain or improve the University's Level.

Meals, snacks and other incidental expenses incurred during this activity shall be charged to the University funds, subject to the usual accounting and auditing rules and regulations. Transportation and related expenses shall be charged to the campuses. This also serves as your official travel order.

For information and compliance.
Padayun sa Pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON, PhD
SUC President III