



Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 0238, s. 2025

To : VPAF, Tandag Campus Director, Director for Auxiliary/IGP, CAO Finance, SAO Finance, IGP Head, Auxiliary Head, AO V, Accountants, Budget Officers, Internal Auditor III and Secretariat

Subject: **ATTENDANCE TO MID-YEAR ASSESSMENT MEETING OF IGP's and AUXILIARY SERVICES OF THE UNIVERSITY, CUM, PRE-PLANNING FOR FY 2026**

Date : June 16, 2025

Greetings of peace and solidarity!

In the exigency of public service, the above-mentioned officials are hereby directed to attend an Assessment Meeting on June 20, 2025, at 9:00am to 5:00pm at the New Board Room, Second floor, Administration Building NEMSU, Main Campus-Tandag City.

In view, each Campus shall prepare their respective Quarterly Financial Statement of each Project as required by the Commission on Audit. Further, each IGP and Auxiliary Heads will render a report in all existing IGP and Auxiliary Services, also, the current status of all receivables or payables of all financial transactions. Finally, each IGP and Auxiliary Head will present their respective plans, projects and programs for the ensuing year 2026 with corresponding budgetary requirements.

Transportation, meals, snacks and other incidental expenses of this activity shall be charged to the University funds subject to the usual accounting and auditing rules and regulations.

For your guidance and strict compliance. This serves as travel order.

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON, PhD
SUC President III