



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 0271 , s. 2025

TO: Officials with Representation and Travel Allowance (RATA)

DATE: July 18, 2025

**SUBJECT: REITERATION OF MEMORANDUM NO. 04-037, s. 2024, re:
DOCUMENTARY REQUIREMENTS FOR OFFICIALS ELIGIBLE FOR
REPRESENTATION AND TRAVEL ALLOWANCE (RATA)**



Greetings of peace and solidarity.

This memorandum serves to reiterate Memorandum from the Office of the President No. 04-037, s. 2024 relative to the documentary requirements for the claim of RATA.

The documentary requirements for the claim of RATA includes:

1. **Annual Supervisory Plan**
2. **Monthly Accomplishment Report**
3. **Corresponding Evidences of Practice** (such as but not limited to invitation letters, memoranda, reference slip, attendance sheet, minutes of meeting, activity narrative, photos, signed reports or data, approved proposals)

Link to the supervisory plan and monthly accomplishment report:
<https://bit.ly/supervisionplan>

While printed copy of those documents are attached to the DTR, soft copy (word file only) should be uploaded to this link: <https://bit.ly/rataattachments>

The link contains 2 main folders: Annual Supervision Plans 2025 & Monthly Accomplishment Reports 2025. The *Monthly Accomplishment Reports 2025* folder has sub-folders for the months of the year where your respective documents will be dropped. For easy verification of RATA vouchers, Monthly Accomplishment Reports should be submitted within 3 working days following the end of each month.

Your cooperation and commitment to this process is essential to the University's success in achieving its goals and objectives. Thank you for your attention to this matter. If you have any questions or concerns, please do not hesitate to contact or reach out to this office.

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON
SUC President III



Republic of the Philippines
North Eastern Mindanao State University

SUPERVISORY PLAN 2025

Name: _____
Designation: _____

Immediate Head: _____
Campus/Station: _____

[illegible]

Prepared by

Recommending Approval:

Approved:

Signature over printed name

sign over printed name (immediate head)

NEMESIO G. LOAYON
SUC President III



Name: _____
Designation: _____
Immediate Head: _____
Campus/Station: _____

Prepared by	Recommending Approval:	Approved:
Signature over printed name	sign over printed name (immediate head)	NEMESIO G. LOAYON SUC President III



Republic of the Philippines
North Eastern Mindanao State University

Possible Evidences of Practice

1. Invitation Letter
2. Memorandum
3. Reference Slip
4. Attendance Sheet
5. Minutes of Meeting
6. Narrative
7. Photos (with corresponding captions)
8. Signed reports or data
9. Approved Proposals
10. Other evidences of practice as may be deemed necessary

Evidences of practice are organized in word file only, not pdf, uploaded in the given Google drive link.



Republic of the Philippines
North Eastern Mindanao State University
Rosario, Tandag City, Surigao del Sur 8300
Telefax No. 086-214-4221
Website: www.nemsu.edu.ph



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 04-037, s. 2024

TO: **Officials with Representation and Travel Allowance (RATA)**

FROM: **SUC President III**

SUBJECT: **DOCUMENTARY REQUIREMENTS FOR OFFICIALS ELIGIBLE FOR REPRESENTATION AND TRAVEL ALLOWANCE (RATA)**

DATE: April 17, 2024



In accordance with the duties and functions outlined in your respective designations, all officials of the university eligible for the grant of Representation and Travel Allowance (RATA) are required to submit their Supervisory Plan for FY 2024 and Monthly Accomplishment Reports based on the supervisory plan.

The Supervisory Plan and Monthly Accomplishment Report templates are attached to this memorandum for your convenience. Please ensure that your supervisory plan aligns with your designated roles and responsibilities and that your monthly accomplishments are reported accurately and timely.

The Supervisory Plan shall be for the period May to December 2024 and the Monthly Accomplishment Reports should be submitted within 3 working days following the end of each month.

Your cooperation and commitment to this process are essential to the university's success in achieving its goals and objectives.

If you have any questions or concerns, please do not hesitate to contact this office.

Thank you for your attention to this matter.

NEMESIO G. LOAYON, PhD
SUC President III

Link to the attachments: <https://bit.ly/supervisionplan>



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Name: _____
Designation: _____

Immediate Head: _____
Campus/Station: _____

[illegible]

Recommending Approval:

Approved:

sign over printed name (immediate head)

NEMESIO G. LOAYON
SUC President III



Republic of the Philippines

North Eastern Mindanao State University

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Designation:

Immediate Head:
Campus/Station:

[illegible]

Prepared by

Recommending Approval:

Approved:

Signature over printed name

sign over printed name (immediate head)

NEMESIO G. LOAYON
SUC President III



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Possible Evidences of Practice

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