

### 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: <u>https://bit.ly/supervisionplan</u>

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

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 SUD President III Rosario, Tandag City, Surigao del Sur 8300 086-211-4221 www.nemsu.edu.ph



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

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### SUPERVISORY PLAN 2025

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Immediate Head: \_\_\_\_\_ Campus/Station: \_\_\_\_\_

Duties & Functions (based on designation)	Programs, Projects, Activities	Objectives	Date of Implementation	Resources Needed and/or Budget & Fund Source
Prepared by	R	Recommending Approval:	App	Approved:

NEMESIO G. LOAYON SUC President III

sign over printed name (immediate head)

Signature over printed name



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

# MONTHLY ACCOMPLISHMENT REPORT

Name: Designation:

Immediate Head: Campus/Station:

Recommendations								
Interventions or Solutions Implemented								
Challenges Encountered								
Actual Accomplishments								
Program, Project, Activity (based on Supervision Plan)								

**NEMESIO G. LOAYON** SUC President III

Approved:

sign over printed name (immediate head)

Recommending Approval:

Signature over printed name

Prepared by



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

## Possible Evidences of Practice

- Invitation Letter
  Memorandum
- 3. Reference Slip
- Minutes of Meeting
- Photos (with corresponding captions) Attendance Sheet
   Minutes of Meeting
   Narrative
   Photos (with corresp
  - Signed reports or data
    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.

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Ø	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	
No. 04-037, s	DUM FROM THE OFFICE OF THE PRESIDENT	
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

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



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



### SUPERVISORY PLAN 2024

SUC President III		sign over printed name (immediate head)	9	nted name	Signature over printed name	Signature
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and/or Budget & Fund Source	Implementation		Activities	102	(based on designation)	(based of
Resources Needed	Date of	Objectives	Programs, Projects.	-	Duties & Functions	Duties
	Campus/Station:				on:	Designation:
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Signature over printed name sign over printed name (immediate head)	Prepared by Recommending Approval:								Program, Project,  Actual  Challenges    Activity (based on  Accomplishments  Encountered    Supervision Plan)  Encountered  Encountered	Designation:	Name	MONTHLY ACCOMPLISHMENT REPORT	90 90 90 90 90 90 90 90 90 90 90 90 90 9
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NEMESIO G. LOAYON SUC President III	Approved:						P.() (31) (1)		Recommendations	1 1			

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Republic of the Philippines North Eastern Mindanao State University Rosario, Tandag City, Surigao del Sur 8300





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