Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 0299 s. 2025

TO   :   **Vice Presidents, Campus Directors, Directors, Deans, Chief Administrative Officers, Planning Officers, Accountant III, HRMO, Procurement Officer (Main Campus), Executive Assistant, Faculty Members with an Academic Rank of an Assistant Professor and higher (JC 3) and Other Administrative Personnel with a Position of equal rank with that of an Assistant Professor and higher**

DATE   :   **AUGUST 8, 2025**

SUBJECT :   **3rd QUARTER SPECIAL ACADEMIC AND ADMINISTRATIVE COUNCIL MEETINGS FY 2025**

Greetings of peace and solidarity!

Please be informed that the **2nd Quarter Regular NEMSU Board of Regents' Meeting for FY 2025 is tentatively scheduled** for **August 26, 2025**. All matters that need Board action must be deliberated and endorsed by the Academic and Administrative Councils. The Finance and Academic-Administrative Committee will review and endorse all endorsed proposals.

In this, the following schedules of Meetings are hereby issued, viz:

3rd Quarter Special Academic Council Meeting	-	August 19, 2025 - 9:00 AM Online
3rd Quarter Special Administrative Council Meeting	-	August 19, 2025 - 1:00 PM Online
3rd Quarter Special FinCom and Ac-AdCom Meeting	-	August 22, 2025 - 9:00 AM Hybrid

Furthermore, only proposals with complete staff work shall be included in the agenda for deliberation. As such, all proposals must be submitted to this office on or before **August 15, 2025.**

Expenses incurred in this meeting to cover meals, snacks, supplies, and materials shall be charged against the University Funds, while transportation shall be charged against the Local Fund of the campuses, subject to the usual accounting and auditing rules and regulations.

For information and strict compliance.

For the grassroots and in the spirit of vibrant leadership,

NEMESIO G. LOAYON, PhD
SUC President III

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3nd Quarter Special ADCO-ACO FY 2025