



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 0322, s. 2025

TO:

**Vice President for Administration and Finance
Executive Assistant III
Information and Communications Technology Unit
Planning Officer III
Planning Officer II (Tandag Campus)
Planning Officer I (Planning Unit)
Records Officer I (OP)
Information Officer III
All others concerned**

NORTH EASTERN MINDANAO STATE UNIVERSITY
TANDAG CAMPUS
RECORDS OFFICE

RELEASED

DATE: 9-4-25
TIME: 12:33 PM
BY: [Signature]

DATE: September 4, 2025

**SUBJECT: PRESENTATION OF THE NEMSU ORGANIZATIONAL
STRUCTURES (UNIVERSITY & CAMPUS LEVELS)**

Greetings of peace and solidarity.

Please be informed of a meeting to present the proposed NEMSU Organizational Structures for both University and Campus Levels. All identified personnel will convene at 2:00 PM today, September 4, 2025 at the University Board Room.

One (1) staff from the Office of the Vice President for Administration and Finance will present on screen the organizational structures, while he is attending the PSB Interview of Applicants.

The ICTU will deploy a staff to assist in the technical necessities of the meeting, while the unit head also attends the meeting.

Participants to this meeting are the following:

1 staff from the OVPAF to present the organizational structures

Executive Assistant III

ICTU Head

1 ICTU Staff

Planning Officer III

Planning Officer II of Tandag Campus

Planning Officer I of the Planning Unit

The SUC President III

Records Officer I detailed in the OP to take down minutes of the meeting

Information Officer III (at the same time documenting the meeting)

For strict compliance. Padayon sa pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,

NEMESIO G. LOAYON
SUC President III

📍 Rosario, Tandag City, Surigao del Sur 8300

☎ 086-211-4221

🌐 www.nemsu.edu.ph

