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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

**No. 11 - 009, s. 2023**

**FOR : DR. MARIA LADY SOL A. SUAZO**  
VP for Academic Affairs

**FROM : SUC President III**

**SUBJECT : DESIGNATION AS OIC OF THE OFFICE OF THE PRESIDENT**

**DATE : November 9, 2023**

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In view of the official travel of the President to Butuan City for the DBM 25<sup>th</sup> Anniversary, you are hereby designated as the OIC of the University in addition to your academic functions effective November 9, 2023; 1:00PM until the President returns to his office. As such, you are authorized to represent him in all other official functions in which his service is required.

Furthermore, you are authorized to sign purchase requests and purchase orders.

Those that pertain to policy-decisions and financial matters shall be held in abeyance until the President returns to his office.

Please be guided accordingly.

  
**NEMESIO G. LOAYON, PhD**  
SUC President III

cc:

Vice Presidents  
BOR Secretary  
Accountant III  
Budget Officer II  
Cashier III  
Records Officer III  
OP Records Section