



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



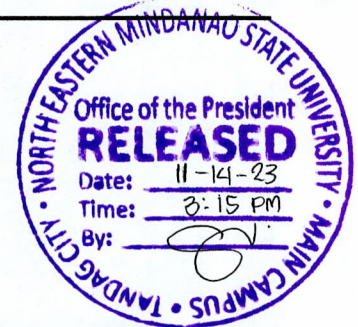
MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 11 – 020 , s.2023

FOR : **MS. CATHERINE F. SALOMON**
VP for Administration and Finance

FROM : SUC President III

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

DATE : November 14, 2023



In view of the official travel of the President to Pasay City for the Senate Plenary Deliberation for the FY 2024 Budget Proposals of SUCs, you are hereby designated as the OIC of the University in addition to your administrative functions on November 16-17, 2023. 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 on routinary financial matters such as signing for approval of the following: payroll for salaries, wages, honoraria; signing as approval for the Disbursement Vouchers of the following: common use supplies and equipment, cash advances for payroll, travel and special activities; approval of LBP documents such as ACIC, LDDAP-ADA, ADA, SLILAE, all funds of checks, Notice of Correction, Notice of Cancellation and LBP-FINDES, as well as Purchase Requests and Purchase Orders.

Those that pertain to policy-decisions shall be held in abeyance.

Please be guided accordingly.


NEMESIO G. LOAYON, PhD
SUC President III

Vice Presidents: Dr. Suazo ; Dr. Salvaleon
Accountant III: Dr. Malong
Budget Officer III: Ms. Estrada
Cashier III: Ms. Canda
Records Officer III: Mr. Alawi
OP Records Section: Dr. Silvano