



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. 111 - 031, s. 2023

FOR : **ATTY. MICHIKO N. DONAIRE-MAGLINTE**
Legal Officer III/ Attorney IV

FROM : SUC President III

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

DATE : November 21, 2023



In view of the official travel of the President to Hinatuan for Budget Call, and Cotabato for MASTS Games 2023: Culture and the Arts Competition, you are hereby designated as the OIC of the University in addition to your administrative functions on November 22-24, 2023. As such, you are authorized to represent him in all other official functions in which his service is required.

Furthermore, Ms. Catherine F. Salomon is authorized to sign on routine 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 and other 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:

Ms. Salomon, VPAF
Vice Presidents
BOR Secretary
Accountant III
Budget Officer III
Cashier III
Records Officer III/Designated Director for Planning
OP- Records Section