



Republic of the Philippines  
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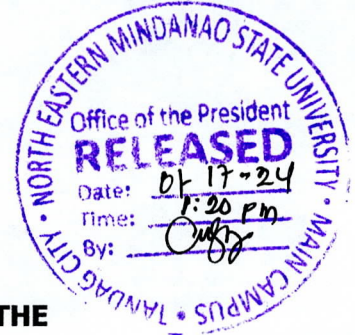
**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 01 - 020 , s. 2024**

**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 : January 17, 2024**



In view of the official travel of the President to DBM, Butuan City, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on January 17, 2024. As such, you are authorized to represent him in all other official functions in which his service is required.

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.

Digitally signed  
by Loayon  
Nemesio Gallardo  
Date: 2024.01.17  
13:09:25 +0800

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

CC:  
Vice Presidents  
Accountant III  
Budget Officer III  
Cashier III  
Records Officer III/Designated Director for Planning  
OP- Records Section