



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](http://www.nemsu.edu.ph)

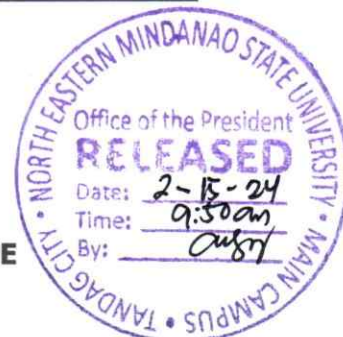


**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 02 - 024, s. 2024**

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

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

**DATE : February 15, 2024**



In view of the official travel of the President to Manila for the 1<sup>st</sup> Quarter Regular Board of Regents' Meeting, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on February 15-16, 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: 2024.02.15  
09:28:34 +0800

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

Cc:

OVPs: Dr. Miralles, Dr. Suazo, Dr. Salvaleon  
OCD: Dr. Bagood  
Accountant Unit: Mr. Mendez  
Budget Unit: Ms. Trajano  
Cashiering Unit: Ms. Canda  
Records Unit: Mr. Alawi/ Ms. Avila  
OP- Records Section: Dr. Silvano