



Republic of the Philippines
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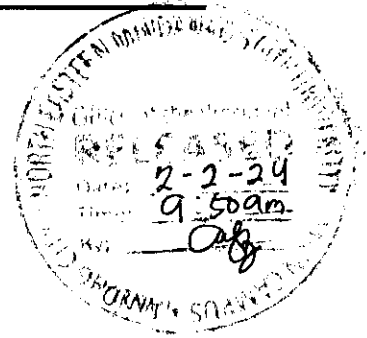
MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 02 - 002 , s. 2024

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 : February 2, 2024



In view of the official travel of the President to DBM Caraga for the 1st Quarter Full-time Delivery Unit (FDU) Meeting, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on February 2, 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: 2024.02.02
09:32:20 +0800

NEMESIO G. LOAYON, PhD
SUC President III

Cc:

Vice Presidents
Campus Directors
Accountant III
Budget Officer III
Cashier III
Records Officer III
OP- Records Section