



Republic of the Philippines  
**North Eastern Mindanao State University**

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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

No. 02 - D15, s. 2024

**TO:** Vice Presidents  
Campus Directors  
CAO- Finance and Administration Divisions  
SAO- Finance Division  
Administrative Officers V of the Campuses  
All others concerned



**SUBJECT:** SIGNATORIES FOR FINANCIAL TRANSACTIONS

**DATE:** February 8, 2024

To sign financial transactions/documents at both University-wide and Campus Levels, so as to facilitate smooth and orderly transactions of the University, the following is hereby caused to effect immediately, until new designees are approved by the Board of Regents:

1. CAO- FINANCE DIVISION
  - Signing officer of Box A of vouchers, BURS and ORS.
  - Signing officer of Box A of Disbursement Vouchers and other Financial Documents of the Campuses.
  - Recommending officer for proposals that need financial assistance/budgetary requirements.
2. CAO- ADMIN. DIVISION
  - Alternate signing officer in the absence of CAO Finance.
3. SAO FINANCE
  - Alternate signing officer in the absence of CAO Admin.
4. ADMINISTRATIVE OFFICER V (of the Campuses)
  - Signing officer of BURS Box A and other related financial documents in the Campus level.

Your favorable action and compliance on this matter is highly appreciated.

Digitally signed  
by Loayon  
Nemesio  
Gallardo  
Date: 2024.02.08  
09:20:07 +0800

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