



Republic of the Philippines  
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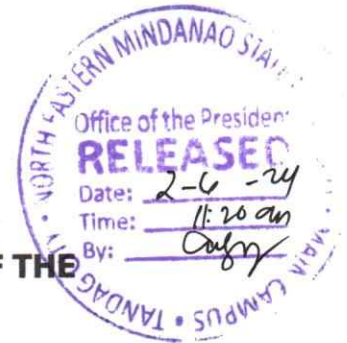
**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 02 - 009 , s. 2024**

**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 6, 2024**



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In view of the official travel of the President to Pasay City for the Training Workshop on AI-Integrated Research Advising and Paneling, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on February 6-8, 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.

**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