



Republic of the Philippines
North Eastern Mindanao State University
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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 03 - ORI, s. 2024

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

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

DATE : March 11, 2024



In view of the official travel of the President to Davao City on matters relative to Pamulaan Center for IP Education, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on March 11, 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:
2024.03.11
09:52:13 +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