



Republic of the Philippines
North Eastern Mindanao State University
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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 03 - 034 , s. 2024

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

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

DATE : March 18, 2024



In view of the official travel of the President to Manila and Cebu City for the ITSO Presidents' Summit and the Three- Day Capacity Development on Local Taxation and Revenue Generation, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on March 18- 22, 2024. As such, you are authorized to represent him in all other official functions in which his service is required.

Furthermore, Dr. Abundio C. Miralles is authorized to sign on routinary financial matters such as signing for approval of the following: payroll for salaries, wages, honoraria; signing as approval for the Disbursement Vouchers of the following: common use supplies and equipment, cash advances for payroll, travel and special activities; approval of LBP documents such as ACIC, LDDAP-ADA, ADA, SLILAE, all funds of checks, Notice of Correction, Notice of Cancellation and LBP-FINDES, as well as Purchase Requests and Purchase Orders.

Those that pertain to policy-decisions and other 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: 2024.03.18
 08:45:30 +0800

NEMESIO G. LOAYON, PhD
 SUC President III

Cc:
 Vice Presidents + VPAP *for 3/18/24*
 Campus Directors
 Accountant III
 Budget Officer III
 Cashier III
 Records Officer III
 File/OP- Records Section
 Legal Unit - *Boja Michelle T. 03/19/2024*