



Republic of the Philippines
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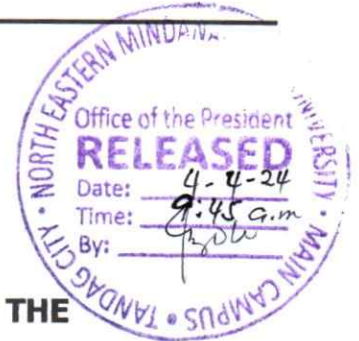


MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 04 - DII , s. 2024

FOR : **DR. ABUNDIO C. MIRALLES**
VP for Administration and Finance

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

DATE : April 4, 2024



In view of the official travel of the President to Manila for the **Consultation** with SUC Presidents, Faculty and Student Regents, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on April 4-5, 2024. As such, you are authorized to represent him in all other official functions in which his service is required.

Furthermore, you are 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, Activity Proposals and Application for Leave of Absences.

Those that pertain to policy decisions and other crucial matters shall be held in abeyance until the President returns to his office.

Please be guided accordingly.

Digitally signed
by Loayon
Nemesio
Gallardo
Date: 2024.04.04
09:37:25 +0800

NEMESIO G. LOAYON, PhD
SUC President III

Cc:

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