



Republic of the Philippines  
**North Eastern Mindanao State University**  
Rosario, Tandag City, Surigao del Sur 8300  
Telefax No. 086-214-4221  
Website: [www.nemsu.edu.ph](http://www.nemsu.edu.ph)



---

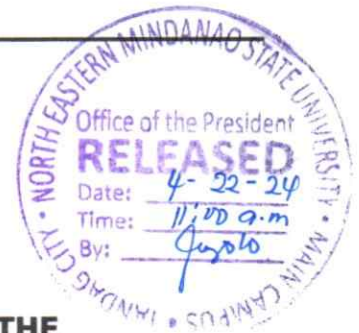
**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 04 - 041 , s. 2024**

**FOR : DR. JENNIFER M. MONTERO**  
Dean, Graduate School

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

**DATE : April 22, 2024**

---



In view of the official travel of the President to Manila for the 11<sup>th</sup> PASUC National Culture and the Arts Festival, you are hereby designated as the OIC of the Office of the University President in addition to your academic functions on April 22-26, 2024. As such, you are authorized to represent him in all other official functions in which his service is required.

Furthermore, Atty. Michiko D. Maglinte is authorized to sign on routine 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.

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

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