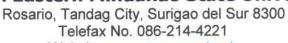


Republic of the Philippines

North Eastern Mindanao State University



Website: www.nemsu.edu.ph





MEMORANDUM FROM THE OFFICE OF THE PRESIDENT No. 04 - α 5, s. 2024

FOR

: DR. ABUNDIO C. MIRALLES

VP for Administration and Finance

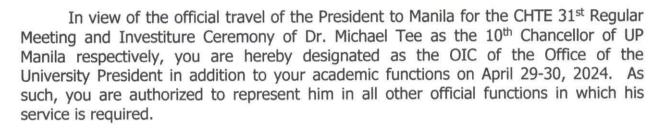
SUBJECT

: DESIGNATION AS OIC OF THE OFFICE OF THE

PRESIDENT

DATE

: April 29, 2024



Furthermore, you are authorized to sign on routinary 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, Application for Leave of Absences, and Authority to Travel.

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:

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