



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)



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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 04 - 055, 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



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In view of the official travel of the President to Manila for the CHTE 31<sup>st</sup> Regular Meeting and Investiture Ceremony of Dr. Michael Tee as the 10<sup>th</sup> Chancellor of UP Manila respectively, you are hereby designated as the OIC of the Office of the University President in addition to your academic functions on April 29-30, 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 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