

Republic of the Philippines

North Eastern Mindanao State University



Website: www.nemsu.edu.ph





MEMORANDUM FROM THE OFFICE OF THE PRESIDENT No. 05 - 049, s. 2024

FOR

: DR. ABUNDIO C. MIRALLES

VP for Administration and Finance

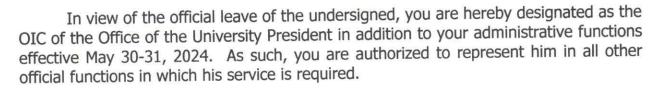
SUBJECT

: DESIGNATION AS OIC OF THE OFFICE OF THE

PRESIDENT

DATE

: May 30, 2024



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: 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, Activity Proposals, DTR, Application for Leave of Absences, and Authority to Travel.

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.

NEMESTO G. LOAYON, PhD SUC President HT

Cc:

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