



Republic of the Philippines  
**North Eastern Mindanao State University**  
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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 05 - OSD , 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**

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In view of the official travel of the undersigned to Manila for the PASUC Executive Board Meeting, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions effective June 3-5, 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: 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.

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

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