



Republic of the Philippines
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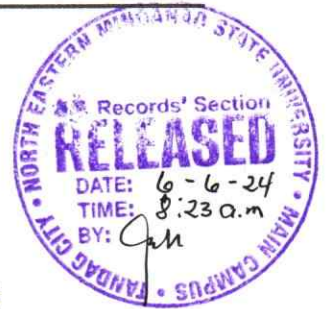


MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 06 - DII , s. 2024

FOR : **ATTY. MICHIKO N. DONAIRE-MAGLINTE**
Legal Officer III/ Attorney IV

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

DATE : June 6, 2024



In view of the official travel of the undersigned to Butuan City for a MOA Signing, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions today, June 6, 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 routine 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: 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, Request for Quotation, Purchase Orders, 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