



Republic of the Philippines
North Eastern Mindanao State University
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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 06 - 026, 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 14, 2024

In view of the official travel of the President to all the satellite campuses of NEMSU for their Commencement Exercises respectively, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions today, June 14, 2024 and on June 18, 21, 26-28, 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 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, 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:

OVPs
O OCD
Accounting Unit
Budget Unit
Cashiering Unit
Records Unit