



Republic of the Philippines
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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 07 - 001 , s. 2024



FOR : DR. MARIA LADY SOL A. SUAZO
Professor V, VP for Academic Affairs

SUBJECT : DESIGNATION AS OIC OF THE OFFICE OF THE PRESIDENT

DATE : July 1, 2024

In view of the official travel of the President to Manila for the CHTE Regular Committee Meeting, you are hereby designated as the OIC of the Office of the University President in addition to your academic functions today, July 1, 2024. As such, you are authorized to represent him in all other official functions in which his service is required.

Those that pertain to policy-decisions and 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