



Republic of the Philippines  
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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 07 - 009, s. 2024**

FOR : **DR. ABUNDIO C. MIRALLES**  
Assoc. Prof. III/ VP for Admin. and Finance

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

DATE : July 8, 2024



In view of the official travel of the President to Zamboanga City for the SUC Fair 2024, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on July 8-9, 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: cash advances for payroll, travel (with approved authority to 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, DTR, and Authority to Travel (urgent and necessary).

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  
HRD Unit  
Records Unit