



Republic of the Philippines  
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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

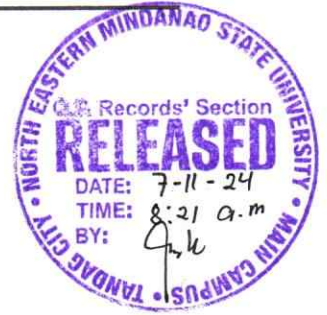
**No. 07 - 014 , s. 2024**

FOR : **DR. JENNIFER M. MONTERO**  
Dean, Graduate School

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

DATE : July 10, 2024

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In view of the official travel of the President to NEMSU Cantilan Campus for the FY2024 2<sup>nd</sup> Quarter Board BOR Meeting, you are hereby designated as the OIC of the Office of the University President in addition to your academic functions on July 11, 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 such as signing for approval of the following: Purchase Requests, Request for Quotation, Purchase Orders, 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