



Republic of the Philippines
North Eastern Mindanao State University
Rosario, Tandag City, Surigao del Sur 8300
Telefax No. 086-214-4221
Website: www.nemsu.edu.ph



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 07 - O2D, 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 18, 2024



In view of the official leave of the President, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on July 18, 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 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).

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
HRM Unit
Records Unit