



Republic of the Philippines
North Eastern Mindanao State University
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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 07 - 027 , s. 2024

FOR : **DR. ABUNDIO C. MIRALLES**
VP for Admin. and Finance

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

DATE : July 22, 2024

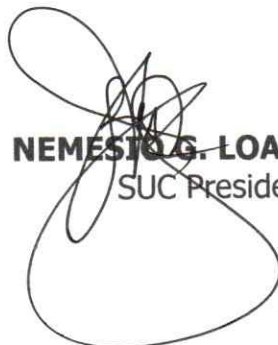


In view of the official travel of the President to NEMSU San Miguel Campus for the Campus Monitoring, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on July 22, 2024. As such, you are authorized to represent him in all other 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 for approval for the Disbursement Vouchers of the following: cash advances for payroll, travel (with authority to travel approved by the undersigned) 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