



Republic of the Philippines  
**North Eastern Mindanao State University**  
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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 07 - 028, s. 2024**

**FOR : DR. MARIA LADY SOL A. SUAZO**  
VP for Academic Affairs

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

**DATE : July 22, 2024**



In view of the official travel of the President to Butuan City for the Two-day training workshop on Futures Thinking and Strategic Foresight, you are hereby designated as the OIC of the Office of the University President in addition to your academic functions on July 23-25, 2024. As such, you are authorized to represent him in all other official functions in which his service is required.

Furthermore, Atty. Michiko D. Maglinte is authorized to sign on routine matters such as signing for approval of the following: payroll for salaries, wages, honoraria; signing as approval for the Disbursement Vouchers of the following: common use supplies and equipment, 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 and Purchase Orders, Application for Leave of Absences, DTR, Authority to Travel (urgent) and Itinerary of Travel (with authority to travel approved by the undersigned).

Those that pertain to policy decisions and other crucial 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