



Republic of the Philippines  
**North Eastern Mindanao State University**

**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 08 - 018, s. 2024**

**TO : Dr. Abundio C. Miralles - VP for Admin. and Finance**  
**DATE : August 14, 2024**  
**SUBJECT : Designation as OIC of the Office of the President**



Greetings of peace and solidarity.

In view of the official travel of the President to NEMSU Butuan City for the 17th PNHR Week Celebration - Main Conference on August 15, 2024 - August 16, 2024 at Almont Inland Resort, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on August 15-16, 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 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, Purchase Orders, and DTR.

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.

For the grassroots and in the spirit of vibrant leadership,

**NEMESIO G. LOAYON, PhD**  
 SUC President III

- Cc: OVPs  
 O OCD  
 Accounting Unit  
 Budget Unit  
 Cashiering Unit  
 HRM Unit  
 File c/o Records Unit

