



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 08 - 036, s. 2024

TO : Atty. Michiko D. Maglinte - Legal Officer III
DATE : August 30, 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 DBM Butuan City for the Presidents' Meet and Greet with DBM Secretary, Amenah F. Pangandaman on August 30, 2024, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on August 30, 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: 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, Requests for Quotation, Purchase Orders, DTR, and Authority to Travel (urgent/with reference from the undersigned).

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

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