



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 09 - 008, s. 2024



TO : Atty. Michiko D. Maglinte - Legal Officer III
DATE : September 5, 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 Davao City for the Final Coaching and Senf Off Dinner for Bar Takers on September 5-7, 2024, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on September 5-6, 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, Authority to Travel (urgent/with reference from the undersigned) and Itinerary of Travel.

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

