



Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 09 - 045, s. 2024

TO : Dr. Abundio C. Miralles - VP for Admin. and Finance

DATE : September 24, 2024

SUBJECT : DESIGNATION AS OIC OF THE OFFICE OF THE PRESIDENT

Greetings of peace and solidarity.

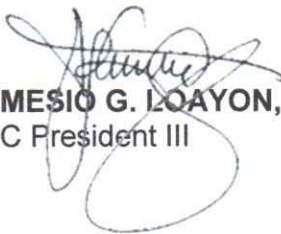
In view of the official travel of the President to Butuan City for a meeting with the Regional Director of DAR Caraga Region and to Manila for a meeting with DAR Secretary on September 24-26, 2024 respectively, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on September 24-26, 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 President) 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, DTRs, vehicle passes and trip tickets.

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
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 Budget Unit
 Cashiering Unit

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