



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 09 - 059, s. 2024

TO : Dr. Maria Lady Sol A. Suazo - VP for Academic Affairs
DATE : September 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 Manila for the Senate Committee Hearing for the FY 2025 SUC Budget on October 1, 2024, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on October 1-2, 2024. As such, you are authorized to represent him in all other official functions in which his service is required and approve Travel Passes, and Trip Tickets.

Furthermore, Atty. Michiko D. Maglante is 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/webinars (with authority from 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, Requests for Quotation, Purchase Orders, DTR, Authority to Travel and Itinerary of Travel (with reference slip/Memorandum from the President).

Let it be strictly observed that all documents to be forwarded to you shall be hand carried only by any of my five (5) support staff. Any documents lodged to your office by other personnel/office are considered void.

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
OOC
Accounting Unit
Budget Unit
Cashiering Unit

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