



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



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 10 - 016, s. 2024**

**TO : Dr. Abundio c. Miralles - VP for Administration and Finance**

**DATE : October 15, 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 San Miguel Campus for the Project Launching: Empowering the Community in Libas Sud, San Miguel, Surigao del Sur with Banana Loaf Bread and Cassava Lengua De Mani Cookies Technology, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on October 15, 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.

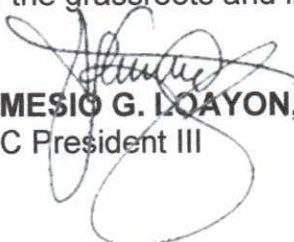
Furthermore, you are authorized to sign on routinary financial matters such as signing for approval of the following: payroll for salaries, wages, honoraria; signing as approval for the Disbursement Vouchers of the following: cash advances for payroll, travel/webinars (with authority from the President) 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, DTRs, 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  
 O OCD  
 Accounting Unit  
 Budget Unit  
 Cashiering Unit  
 File c/o Records Unit

