



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



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 11 - 027, s. 2024**

**TO : Dr. Evelyn T. Bagood - OIC Campus Director, Tandag Campus**

**DATE : November 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 Manila for the 3<sup>rd</sup> Regular BOR Meeting on November 21, 2024, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on November 20-22, 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: Purchase Requests, 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, Activity Proposals, Memoranda from Office of the President, Office Orders, Office memoranda from other units shall be reviewed and approved by the President. 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  
OOCD  
Accounting Unit  
Budget Unit  
Cashiering Unit  
File c/o Records Unit