



Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 0016, s. 2025

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

DATE : January 6, 2025

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 the Regional Kontra-Gapi Concert, MOA Signing, and Declaration of UP's Support to Culture and Arts among Caraga SUCs, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on January 7, 2025. 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, Liquidation Report, Authority to Travel and Itinerary of Travel (with reference slip/Memorandum from the President).

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
 OICD
 Accounting Unit
 Budget Unit
 Cashiering Unit
 File c/o Records Unit

