



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM No. 0021 - 2025

TO : Selected NEMSU Officials and Employees
FROM : President III, Office of the University President
SUBJECT : **DESIGNATION AS SPECIAL DISBURSING OFFICERS**
DATE : January 7, 2025

In compliance with the Commission on Audit rules and regulations, and in order to facilitate smooth and orderly financial operation. It is hereby recommended that the above cited stated officials are designated as Special Disbursing Officers in special or alternate cases.

CAMPUS	NAME	AREA OF ASSIGNMENT	DESIGNATION
TANDAG	Catherine F. Salomon, MELL	BOR Meeting, ACO-ADCO Meeting & Executive Meeting	Special D.O.
	Ma. Lady Sol A. Suazo, PhD	Academic related activities	Special D.O.
	Rolly G. Salvaleon, PhD	Research, Extension, Internationalization, Resource Generation and Auxiliary related activities	Special D.O.
	Florife O. Urbiztondo, DPA	Admin & Finance related activities	Special D.O.
	Maria Cristina S. Dela Cerna, PhD	Extension services related activities	Special D.O.
	Rizza Mae C. Azarcon, DBA	Instruction related activities	Special D.O.
	Roel T. Lim, JD, MPA	Trainings/Seminars and auxiliary related activities	Special D.O.
	Hussein M. Alawi, MPA	Procurement and production related activity	Special D.O.
	Leorelie Kim D. Estrada, CPA	Admin and Finance related activities	Special D.O.
	Psyken C. Nolasco	Finance and Admin related activities	Special D.O.

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 www.nemsu.edu.ph





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However, said designation as special disbursement officer is on temporary basis only in order to facilitate the programs, projects and activities which are in accordance with the Four-Fold functions of the University, viz; Instruction, Research, Extension, Production and Governance.

Hence, this order shall remain in force and in effect until cancelled, revoked or suspended by another office order.

For your guidance and compliance.


NEMESIO G. LOAYON, PhD
SUC President III

Inc.: As stated,
COA
Accounting unit
File

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