RELEASED
DATE: 2-5-25
TIME: 9:34 AM
BY:

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 0064 , s. 2025

TO : **Dr. Maria Lady Sol A. Suazo** - **VP for Academic Affairs**

DATE : **February 5, 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 Manila for the 2025 OGP Asia and the Pacific Regional Meeting, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on February 5-7, 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, Atty. Michiko D. Maglinte 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, Liquidation Reports, 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*
OOCD
Accounting Unit
Budget Unit
Cashiering Unit
File c/o Records Unit