



Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 0120, s. 2025

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

DATE : March 3, 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 Marikina Polytechnic College for the 38th AACUP Annual National Conference and General Assembly 2025, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on March 4-7, 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
O OCD
Accounting Unit
Budget Unit
Cashiering Unit
File c/o Records Unit