



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 0147, s. 2025

TO : **Dr. Maria Lady Sol A. Suazo** - **VP for Academic Affairs**
DATE : **March 20, 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 Joint Caraga RDC Full Council - Advisory Committee (AdCom) Meeting, you are hereby designated as the OIC of the Office of the University President in addition to your academic functions on March 20, 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.

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. 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

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