



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 0267, s. 2025

TO: DR. CAMILO D. MALONG
Chief Administrative Officer- Finance Division

DATE: July 16, 2025

SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE (OIC) –
ACCOUNTANT II, NEMSU CAGWAIT CAMPUS



Greetings of peace and solidarity.

In the exigency of service and given the continuing operational and financial requirements of NEMSU Cagwait Campus, you are hereby designated as **Officer-in-Charge (OIC) – Accountant II** of NEMSU Cagwait Campus, effective immediately **until the position is duly filled by appointment through appropriate selection and hiring procedures.**

As OIC-Accountant II, you are **authorized to perform the following duties and responsibilities in accordance with existing government laws, rules, and regulations** (including those prescribed under COA, DBM, and CSC guidelines):

- Serve as signatory to all financial documents, disbursement vouchers, and reports involving campus-level transactions;
- Prepare and submit monthly, quarterly, and annual financial reports to oversight agencies such as the Commission on Audit (COA), Department of Budget and Management (DBM), and other relevant institutions;
- Supervise and coordinate the maintenance and updating of accurate accounting and financial records of the campus in accordance with the New Government Accounting System (NGAS);
- Monitor and ensure compliance with accounting, budgeting, and fiscal controls, especially in the use of government funds;
- Participate in finance and budget meetings, and provide technical advice to campus leadership on matters affecting financial management and planning;
- Perform such other duties and responsibilities incidental to the role of Accountant II or as may be assigned by higher authorities, pursuant to civil service laws and existing internal policies.

You shall report to Cagwait Campus every **Tuesday and Wednesday** of the week.

Furthermore, in compliance with applicable guidelines for bonded accountable public officers handling government funds, you are **directed to increase your fidelity bond coverage to ₱1,500,000.00**. This is a necessary requirement for the protection of public interest and your authority over the financial transactions of the campus.



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Your commitment to this additional responsibility is crucial to the effective, efficient, and accountable financial operations of Cagwait Campus.

For your information, guidance, and strict compliance.

For the grassroots and in the spirit of vibrant leadership,



NEMESIO G. LOAYON, PhD
SUC President III

Cc: Vice President for Administration and Finance
Campus Director of Cagwait