

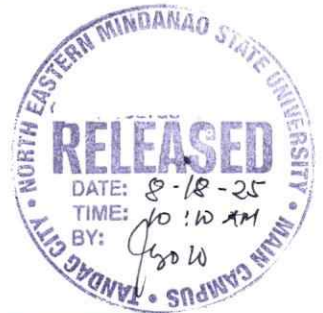


Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 0301, s. 2025

TO : **Atty. Michiko Donaire - Maglinte** - **Attorney IV**
DATE : **August 18, 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 San Miguel Campus, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on August 18, 2025. As such, you are authorized to represent him in all other official functions in which his service is required and approve Authority to Travel and Itinerary of Travel (only those with reference slip from the President/Memorandum from the President), Travel Passes, Trip Tickets, and DTRs.

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 (only those 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, and Liquidation Reports.

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 via Philippine National Public Key Infrastructure (PNPKI) digital signature. 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,


Digitally signed
by Loayon
Nemesio
Gallardo
Date: 2025.08.18
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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