



Republic of the Philippines  
**North Eastern Mindanao State University**

NORTH EASTERN MINDANAO STATE UNIVERSITY  
TANDAG CAMPUS

RECORDS OFFICE

**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 0323, s. 2025**

**RELEASED**

DATE: 9-5-25  
TIME: 8:35 AM  
BY: [Signature]

**TO : Atty. Michiko Donaire - Maglinte - Attorney IV**

**DATE : September 4, 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 Davao City for the Ceremonial Send-Off of BAR Takers, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on September 5, 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, Liquidation Reports and Budgetary Requirements.

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,

  
**NEMESIO G. LOAYON, PhD**  
SUC President III

Cc: OVPs  
OOC  
Accounting Unit  
Budget Unit  
Cashiering Unit  
File c/o Records Unit