



Republic of the Philippines
North Eastern Mindanao State University

NORTH EASTERN MINDANAO STATE UNIVERSITY
TANDAG CAMPUS

RECORDS OFFICE

RELEASED

DATE: 9-15-2025
TIME: 9:47 AM
BY: [Signature]

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 0334, s. 2025

TO : **Dr. Florife O. Urbiztondo**
VP for Planning and Strategic Initiatives

DATE : **September 15, 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 Manila for the Converge To ACHIEVE: The Higher Education Summit, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on September 15-16, 2025. As such, you are authorized to represent the President 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.

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. 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:
2025.09.15
10:09:00
NEMESIO G. LOAYON, PhD
SUC President III

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