



DATE: 9-19-2025  
TIME: 11:20 AM  
BY: [Signature]

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

**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

No. 0341, s. 2025

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

DATE : **September 19, 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 Pre-Plenary Budget Hearing and Plenary Deliberation on the FY 2026 Budget Proposal of SUCs, and the FY 2026 Senate Budget Briefing for SUCs, you are hereby designated as the OIC of the Office of the University President in addition to your administrative functions on September 22-26, 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.

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,

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

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