




Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**  
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**MEMORANDUM No. 10- 2010**

**TO** : **DR. CAMILO A. PIMENTEL**  
Vice President for Administrative and Finance  
This University

**FROM** :   
**SERAFIN L. NGOHAYON, Ph.D.**  
President  
This University

**SUBJECT** : Delegated Authority from the University President

**DATE** : January 29, 2010

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In line with your designation, you are hereby authorized to perform the following functions for and in behalf of the President, to wit:

1. Approve purchase request/s and sign canvass forms;
2. Approve request/s for student labors;
3. Approve trip tickets, request/s for vehicle and gasoline slip/s;
4. Approve leave/s of absence of personnel directly under your office even for leaves of more than 3 days; and
5. Approve travel order/s of personnel directly under your supervision after ascertaining availability of fund to support their travel.

You are to ensure that proper procedures are followed such as endorsement of immediate supervisors and complete supporting documents are attached before giving favorable. Sensitive matters or issues hard to resolve should be taken up with the President.

For your information and commitment.

Cc: Director for HRD, VPs, Campus Directors, Chief Administrative Officer, file.