



Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao
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MEMORANDUM No. 11- 2010

TO : **DR. FAITH B. BASILIO**
Vice President for Academic Affairs
This University

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

SUBJECT : Delegated Authority from the University President

DATE : January 29, 2010

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 request/s for the offering of subject/s in a semester and the persons who will teach them;
2. Approve requests for the offering of subject which are not scheduled to be offered in a semester (special class) subject to duly issued policies;
3. Approve request/s for field trips in relation to academic programs/ course objectives;
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 favorable action is exercised. 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.

*Received:
Jan 29, 2010*