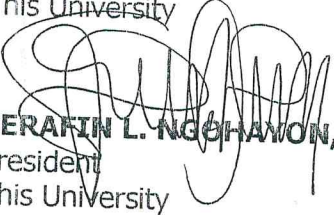




Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao
ifsu2009@yahoo.com Tel/Fax: 0783051351

MEMORANDUM No. 12- 2010

TO : **DR. JOSEPHINE A. GUIMPATAN**
Vice President for Research Development Extension and Training
This University

FROM : 
SERAFIN L. NGOHAWON, 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 leave/s of absence/s of personnel directly under your office even for leave/s of more than 3 days; and
2. 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 action. 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.