



Republic of the Philippines
IFUGAO STATE UNIVERSITY
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MEMORANDUM No. 13- 2010

TO : **MR. TELESFORO T. PUGONG**
Vice President for Planning and Resource Generation
This University

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

SUBJECT : Delegated Authority from the University President

DATE : January 29, 2010

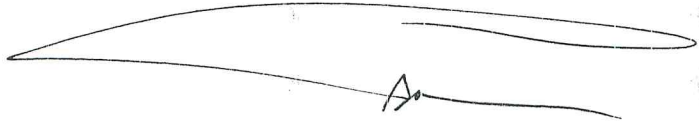
In line with your designation, you are hereby authorized to perform the following functions for and in behalf of the President, to wit:

1. Approve leave/s of absence of personnel directly under your office even for leave of more than 3 days; and
2. Approve travel orders 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.


DL-01-16