



**MEMORANDUM No. 14- 2010**

**TO** : **ATTY. BERNABE COJPAG**  
Chief Administrative Officer/ Director for Administration  
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 position as Chief Administrative Officer and Director for Administration, you are hereby authorized, empowered and instructed to do the following:

1. To ensure that all policies, rules and regulations promulgated by the Board of Trustees/ Regents and passed down by competent authorities are properly implemented, followed and respected. You are therefore enjoined to be very vigilant against abuses for proper corrective actions and avoid further violations;
2. To make decisions on cases involving student discipline/grievances including the giving of disciplinary actions such as suspensions and dismissal. It is understood that all your action considers the provisions of the University Code and pertinent policies set forth by competent authorities. Sensitive matters or unresolved issues should be taken up with the undersigned; and
3. To be the resident/ regular Legal Counsel of the University. You are to represent the university in all cases in any courts of law and any hearing called for in cooperation with our lawyers who are hired on consultancy basis.

The Grievance Committees (GC) of all Campuses are hereby enjoined to submit their recommendations along with complete supporting documents for the appropriate action of the Office of the Chief Administrative Officer/ Director for Administration.

For your information and commitment.

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

*Recd 2/3/10: 11 AM*