



MEMORANDUM No. 15- 2010

TO : **DR. NAPOLEON TAGUILING**
CAMPUS DIRECTOR, IFSU LAGAWE CAMPUS
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;
2. Approve travel order/s of personnel directly under your supervision after ascertaining availability of fund to support their travel;
3. Issue purchase orders after conducting canvass and determining the supplier with the most responsive offer/ price;
4. Approve trip tickets and gas slips;
5. Act on all matters and concerns of the offices/employees under your area of responsibility.

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.

Requests for funding not within the allocation given to the Campus/units shall be directed to the President through the VP for Administration and Finance. Sensitive matters or unresolved issues hard to resolve should be taken up with the undersigned. Previous issuances that is in conflict with this memorandum are hereby repealed.

For your information and commitment.

Cc: Director for HRD; VP for Admin & Finance; Chief Administrative Officer

Received [Signature]