

Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

MEMORANDUM NO. 36 s. 2010


TO: DR. CAMILO A. PIMENTEL
Vice President for Administration and Finance
This University

FROM: SERAFIN L. NGOHAYON, PhD
President

SUBJECT: Taking over the duties and functions of the Director for Administration/ Chief Administrative Officer

DATE: April 16, 2010

1. In line with the transfer of Atty. Bernabe Cojpag (Director for Administration/ Chief Administrative Officer of this university) to the Public Attorney's Office (PAO), and in order to simplify the operation of your office and cut on cost, you are hereby instructed to take over/ assume the duties and functions of the Director for Administration/ Chief Administrative Officer effective immediately.
2. You are to directly supervise the sections/ units under said office such as the Supply Unit/ Office, the Records Unit/ Office and ensure the proper functioning of said offices and if needed, institute reforms for the interest of the university and the clients of said offices.
3. You are also to assume all the functions of the Chief Administrative Officer and ensure the proper implementation of all policies, rules and regulations duly promulgated and issued by the Board of Regents and other authorities.
4. Vital documents, records (i.e. court cases , administrative cases, etc), contracts (i.e. MOAs, MOUs, LOAs, etc) in the possession of Atty. Cojpag shall be turned over to you before Atty. Cojpag will be fully exonerated from his duties and responsibilities in the unversity and given clearance.
5. For you commitment!

Recd:  04/20/10