



MEMORANDUM No. 019 – 2011

TO : **ALL EMPLOYEES**
This University

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

SUBJECT : **PROPER CARE/SAFEKEEPING OF UNIVERSITY
PROPERTIES UNDER MEMORANDUM RECEIPT (MR)
TO EMPLOYEES**

DATE : June 6, 2011

1. During the robbery that happened in the University last March 7, 2010 at around 11:30 p.m, the Dell Laptop and a cellular phone which are under the MR of Mrs. Juliet C. Daniels, the Director for Finance together with some amount and checks went missing and allegedly taken by robbers;
2. Mrs. Juliet C. Daniels, Director for Finance requested for relief from property accountability by which the Commission on Audit through the State Auditor based at the Ifugao State University **DENIED** on the ground that Mrs. Juliet C. Daniels just merely left the laptop on her table clearly indicating that "due diligence of a good father of a family" was not exercised to safeguard said properties coupled by the fact that Mrs. Juliet C. Daniels only filed her request for relief from property accountability on July 28, 2010 or four months after the robbery which should have been filed within thirty days from occurrence of the loss. Mrs. Juliet C. Daniels then was asked to pay for the loss;
3. In line with the 5th major goal of the university which is to pursue excellence in administration and governance, you are hereby directed to take utmost care of all university properties/assets given to you under Memorandum Receipts (MR's) by keeping them in safe places within the university. In addition, all equipment under MR shall be returned to this university immediately after their intended use/the project where they were supposed to be used ended;
4. All accountable employees specifically those who were issued items/assets of the university with Memorandum Receipt (MR) **MUST** exercise "due diligence of a good father of a family" in the use and keeping of assets/items under their care;
5. For your information, guidance and compliance.

Cc: Dept. Heads
All employees
Records
File