



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

**OFFICE ORDER NO. 16 - 2015**

**Subject :** *Revised Office Order Designating/ Authorizing Various University Officials to Sign/ Approve Purchase Requests (PR), Purchase Orders (PO), Obligation Request and Status (ORS), Disbursement Vouchers (DV), and Checks/ LDDAP and Specifying the Flow Chart thereto*

**Date :** August 11, 2015

1. In line with the pursuit of the 5<sup>th</sup> development Goal of the University which is to achieve excellence in administration and governance and by the authority vested in me as the President of the University by RA 9720 and RA 8292, the following university officials are hereby designated and authorized to sign/ approve PRs, POs, ORS, DVs and Checks/LDDAP to expedite processing of vital transactions related to the attainment of objectives and for the best interest of the service.

<u>Transaction</u>	<u>Signing/ Approving Officer</u>	<u>Alternative Signatory</u>
1.1. REQUESTING OFFICERS IN PRs	Deans/ Directors/ Chairpersons/	Section Chiefs
1.2. APPROVAL OF PURCHASE REQUEST/S AND CANVASS		
a. For supplies/ equipments found in the approved Annual Procurement Plan (APP)	President	Campus Directors
b. For supplies/equipments not in APP (A letter of request explaining the circumstances behind the request is required)	President	OIC President of the day
<i>Note: In line with items 1.2 above, the Campus Directors and OIC's must be provided with a copy of approved Annual Procurement Plans (APP)</i>		
1.3. APPROVAL OF PURCHASE ORDER	President	OIC President of the day
<i>Note: The PO shall only be issued after the following are complied with:</i>		
a. Issuance of a BAC Resolution on the mode of procurement;		
b. Issuance of an abstract of bids by the BAC signed by the BAC Chairperson, and majority of the members;		
c. Issuance of BAC Resolution, awarding the items procured to supplier with the lowest quotation;		
d. Certification of fund availability by the Accountant III for GF & TF and Accountant II for STF & IGP as alternative. In the non-availability of the other, the other act as alternative.		
1.4. OBLIGATION REQUEST AND STATUS (ORS) - Box A	CAO 1 - FMO II	CAO 2/ Chief AO
1.5. OBLIGATION SLIP (OS) –Box B		
All Obligation Slips	Budget Officer III/ Chief Budget Office	Authorized Staff
<i>Note: Budget Officer must ascertain that procurements requested by a College/Department shall be charged against their budget/ allocation from the general fund or approved income and its utilization. She must periodically inform all concern about the balance of their budget allocation.</i>		
1.6. DISBURSEMENT VOUCHER (DV) –Box A	Accountant III	Accountant II
1.7. DISBURSEMENT VOUCHER (DV) –Box B (APPROVAL OF PAYMENT)		
a. For APPROVAL by the University President, Dr. Serafin L. Ngohayon		
a.1. All procurements of supplies/ equipments regardless of amounts		
a.2. All payments of contracts of infrastructure/ special projects		
a.3. All payments of lease/ rental by the university		
a.4. All payments of salaries/wages of personnel and all other payments under Special Projects in the fund		
a.5. All payments of special benefits of employees		
a.6. All payments to students under Trust Fund (e.g. Student loans/scholarship/assistance, etc.)		
b. Items that can be APPROVED FOR PAYMENT by the OIC President of the day as per Office Order No. 15, s. 2015		
b.1. All procurements of supplies/ equipments with amounts up to PhP 200,000.00;		
b.2. All payments of salaries/ wages of personnel under GF, IGP, TF and STF including remittances;		
b.4. All payments of regular and special benefits of employees under the GAA;		
b.5. All payments to students loans/scholarships/assurances and student organizations.		
1.8. CHECKS/ LDDAP-ADA SIGNATORIES		
a. Designated University Cashier / Head of the Cash Section		

b. The approving officials in item 1.7 above for checks

*Note: The OIC shall be the one to countersign the LDDAP-ADA prepared for payment.*

1.9. PAYROLLS - BOX A

a. All Salaries/ Wages/ Honoraria/ Benefits/ Bonuses	CAO 2 - Chief AO	HRMO
b. All Scholarships/ Due to students	Scholarship Coordinator	Director, DSSD

1.10. PAYROLLS - BOX B (fund availability) Accountant III Accountant II

1.11. PAYROLLS - BOX C (approving payment) President OIC President

1.12. OFFICIAL LETTERS AND REPORTS President OIC President

2. The ALTERNATIVE SIGNATORY enjoys full authority and responsibility and can always exercise said authority when called for such as when the signing officer is not available at the time of need or when the signing officer waives his right to sign or is bound by conflict of interest to do so.
3. The delegated authority comes with responsibility. The signing official is hereby reminded that they take full responsibility for their actions/ decisions of stamping their signature of conformity/ approval. To emphasize this point, signing/approving officials must place their respective FULL NAMES in the PR/ PO/ORS/ DV/ CHECKS either by typing, handwriting of using a ready-made stamp, before affixing their signatures.
4. The University President reserves the right to veto/ revoke approval already given by the authorized officials when circumstances so dictate such as when the interest of the university is at stake or it is necessary to avoid potential pitfalls arising from the action. Thus, the designated/ authorized officials are instructed to ensure proper and full compliance with procedures, university rules and regulations and government accounting and auditing rules before attaching their signature.
5. The DEPOSITORY BANKS of the university are hereby requested to honor the signatures of the designated officials hereof. The designated/ authorized officials to approve vouchers and countersign checks are also instructed to undergo requisite processes with the depository banks and prepare/ secure the paraphernalia they need in the performance of said function.
6. As a ready guide, the flow-chart below is provided to serve as guide in the processing of financial transactions with the end in view of complying with the provisions of COA Circular 2006-003 dated January 31, 2006 (see Fig. 1 below).
7. In all procurements and procurement related transactions, The IFSU Procurement Guidelines, Office Order No. 2, s. 2015 and COA Circular No. 2006-003, dated January 31, 2006 must always be followed at all times.
8. The responsibilities of the heads of offices are reiterated as follows:
  - 8.1. The Head of the Requesting Unit (Approving official for PR) shall certify on the necessity and legality of charges to appropriations/ allotment under his/her direct supervision and the validity, propriety and legality of supporting documents. Specifically, they are to ensure that said request is in the APP;
  - 8.2. The Head of the Budget Unit must certify the availability of allotment and obligations incurred in the Obligation Slip before signing the Box B of the OS;
  - 8.3. The Head of the Budget Unit must maintain Registries of Allotments and Obligations (RAO) under the Manual on the New Government Accounting System and/or Registry of Budget and Utilization. She is to regularly update the record and inform the various units of the balances of their appropriations.
  - 8.4. The Head of the Accounting Unit must certify the availability of cash and completeness of the supporting documents in the DV;
  - 8.5. The Head of the Accounting Unit must also prepare the Daily Cash Position Report to be submitted to the University President.
9. For purposes of checking accountability, the Budget and the accounting Units shall stamp the date of receipt on the face of the OS and DV forms.
10. This Office Order supersedes and revokes previous issuances related thereto. It takes effect immediately and shall remain in effect unless terminated /revoked by competent authority.

  
SERAFIN L. NGOHAYON, Ph.D.  
University President