



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

OFFICE ORDER NO. 5- 2015

Subject : *Officers-In-Charge to act for and in behalf of the University President when he is out on official travel/official business.*

Date : **March 16, 2015**

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1. In pursuit of the 5th development goal of the University which is to achieve excellence in administration and governance, the following university officials are hereby designated, in chronological order, to act as Officer-In-Charge (OIC's), Office of the University President whenever the undersigned is out on official travel/official business, to wit:
 - 1st - VP for Academic Affairs, **Dr. Nancy Ann P. Gonzales**
 - 2nd - VP for RDET, **Dr. Napoleon K. Taguiling**
 - 3rd - Campus Director, **Dr. Diosdado M. Aquino**
 - 4th - Executive Assistant III, **Mr. Warren D. Tayaban**
 2. The four (4) Officers-In-Charge are so designated to ensure that there will be a responsible official who can act for and in behalf of the University President at any given day and time. They are arranged in such a way that when the 1st OIC is also out, the 2nd OIC shall assume the OIC role, and so on;
 3. The designated Officers-In-Charge are AUTHORIZED and EMPOWERED to act on all matters needing action by the University President, to sign for and in his behalf, and to dispose off issues and concerns that come to fore during the day after due consultation with stakeholders and the University President;
 4. All communications, vouchers, issues and concerns for action by the University President shall be directed/ submitted as usual to the office of the President for proper recording before they will be brought for action by the Officers-In-Charge;
 5. All matters, issues and concerns in relation to IFSU Main Campus Operation, shall be referred directly to Mr. Diosdado M. Aquino, Campus Director;
 6. The authorized alternative signatories for PR's, PO's, OS, DV's, and Checks, for and in behalf of the University President, as contained in Office Order No. 6, s. 2015 shall assume full responsibility and authority notwithstanding the hereto attached designation of Officers-In-Charge;
 7. Any other matter that really needs the University President's attention and action, notwithstanding the presence of the Officers-In-Charge, can be directly referred to him through his Executive Assistant, Warren Tayaban, or e-mail at sngohayon@yahoo.com.
 8. For the information, guidance and commitment of all.


SERAFIN L. NGOHAYON, Ph.D.
University President

Copy furnished:

Members, IFSU Board of Regents, Resident COA Auditors, Campus Directors, Deans and Directors, Chairpersons, IFSUEU President, Faculty President/s, Non-Teaching Staff President's, USSG, VLPC & SBO Presidents