



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

MEMORANDUM ORDER NO. 10, s. 2014

TO : **MR. LEONARDO J. CALIMLIM**
Chief Supply Officer
This University

FROM : **SERAFIN L. INGOHAYON, Ph.D.**
University President

SUBJECT : **Duties and Responsibilities as Chief Supply Officer
of the University**

DATE : **February 12, 2014**

1. In line with the pursuit of the 5th development Goal of the University which is to achieve excellence in administration and governance, and in order to have proper recording of all university properties, supplies, materials and equipment, you are hereby reminded of your duties as the Chief Supply Officer of the university among others:
 - a. To be in the office as much as possible to attend to office concerns and urgent issues referred to your office by employees and clients;
 - b. To ensure the timely delivery or pick-up of procured goods, supplies and materials;
 - c. Ensure the timely distribution of procured materials, supplies and equipment to offices that requested them;
 - d. To ensure that procured Equipment are listed in the inventory of University Assets and properly issued under memorandum receipt to the official who requested them;
 - e. To ensure that equipment/s issued to employees are recalled immediately after the intended use such as after program/ project completion, after expiration of term of office of designated officials, before retirement clearance are signed for retiring employees, among other scenarios;
 - f. Lead and spearhead the regular inventory of university assets and procured equipment marking them properly, ensure that they are under memorandum receipt of officials using them, update the book of properties and process the dropping of unserviceable equipment/s from the inventory following proper procedure.
2. The coverage of your function as Chief of the Supply Office is the whole university system that includes campuses.
3. That in the performance of the above functions, you are to coordinate with the Campus Directors and Supply Officers in each campuses.
4. For your commitment and compliance.

Copy furnished: Campus Directors, Campus Supply Officers, Records, File