



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

MEMORANDUM NO. 28 s. 2013

**TO : ALL BAC MEMBERS, SUPPLY OFFICERS, CANVASSERS
ALL CAMPUS DIRECTORS
ALL SUPLIERS OF IFSU**

**FROM : DR. SERAFIN L. NGOHAYON
University President**

**SUBJECT : Imposition of appropriate tax/es as prescribed on all
Procurements/ contracts**

DATE : August 12, 2013

1. In line with the 5th goal of the University which is "excellence in administration and governance" and in support of the His Excellency President Benigno Simeon C. Aquino III's "matuwidnadaan", taxes imposed on all procurements/ contracts of the Ifugao State University (IFSU) shall only be within the levels prescribed.
2. When undertaking canvass or bidding, it must be emphasized that prizes quoted and offered must include the prescribed tax to be withheld automatically by the university (during payment) and to be remitted directly to the Bureau of Internal Revenue (BIR).
3. No other additional costs whatsoever are to be imposed or demanded from suppliers/ winning bidders.
4. For strict compliance and commitment of all.

Copy furnished: COA Team in IFSU, Chief Administrative Officer, Director for Finance, Chiefs, Accounting, Budget and Cashier Sections, Internal Control Unit, ADCO Members