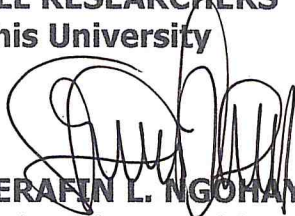




Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

Memorandum Order No. 31 – 2013

TO : **DR. NAPOLEON K. TAGUILING**
VP for RDET
DR. DINAH CORAZON M. LICYAYO
Director for Research & Development
DR. TERESITA D. ALLIG
Director for Extension & Training
ALL RESEARCHERS
This University

FROM : 
SERAFIN L. NGOHAYON, PhD
University President

SUBJECT : **Authority to sign travels related to the conduct of research, extension, & training**

DATE : **September 12, 2013**

In view of the conduct of research, extension and training activities under ongoing researches, the University President is delegating its authority to sign official travels in order to fast track mobility. Hence, effective immediately, all travels related to research, development, extension, and training can be approved by the Director for Research/Extension or the Vice President for Research, Development, Extension & Training. The request for travel will be approved upon the request/endorsement of the researcher and/or extensionist.

Provided, that all travels are related to the approved research and/or extension project and within the approved workplans of the researcher/extensionist. Let it be clearly understood that signatories are fully responsible and accountable in ensuring the completeness and veracity of the documents and the availability of funds for the travel.

This authority is deemed effective until revoked by the authorized official.

For your information, guidance and commitment.