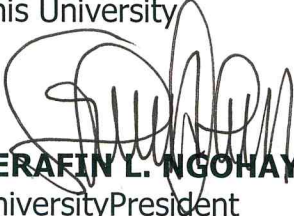


KL

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

**MEMORANDUM No. 38, s. 2013**

TO : **MS. DAISY DANGAYO**  
Admin. Officer II  
This University

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

SUBJECT : **Authority to sign the funds availability portion of all Purchase Orders**

DATE : October 31, 2013

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1. In line with the 5<sup>th</sup> goal of the university which is "excellence in administration and governance" and to fast track the processing of all procurement, you are hereby given the authority to sign the funds availability portion of all purchase orders in lieu of Mrs. Elyn Boligon, University Accountant.
2. It is understood that being the signatory, you are fully responsible and accountable in ensuring the completeness and veracity of the supporting documents and the availability of funds for all procurement.
3. This authority will take effect on November 4, 2013 and will be in effect until terminated by this office or by competent authority.
4. For then information, compliance and guidance of all concerned.



Republic of the Philippines  
IFUGAO STATE UNIVERSITY  
Nayon, Lamut, Ifugao  
Tel: 09175782362, Fax: 078-305-1351

October 30, 2013

SERAFIN L. NGOHAYON, PH.D.  
University President  
This University

Sir:

It was noticed that signing of funds availability on Purchase Orders are taking much time of the Accountant aside from signing of funds availability in the voucher. To facilitate the completion of supporting documents of procurements, may I request that Mrs. Daisy Dangayo be given a designation to sign the funds availability portion of all purchase orders in as much as she is the one assigned for fund ceiling in the Purchase Requests.

Further, may I request Mrs. Marina Valdez to be included the the BAC Secretariat instead of Ms. Remelyn Bungihan who is very busy in her College. She will take charge of delivering and retrieving requests for quotations of procurements posted in the Philgeps. Mr. Alfon Gumangan, the current canvasser, will take charge of procurements below =P=50,000.00 under canvass.

Thank you very much.

Respectfully yours,

  
JULIET C. DANIELS  
Finance Director

Approved by:  
  
SERAFIN L. NGOHAYON, Ph.D  
University President