


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

MEMORANDUM No. 40, s. 2013

TO : **ATTY. CANDICE G. BUYUCAN
MRS. ELYN A. BOLIGON
MR. LEONARDO J. CALIMLIM
MRS. RACHEL C. GUMAN
REPRESENTATIVE FROM THE DEPARTMENT/UNIT WHERE
THE MATERIAL AND EQUIPMENT IS LOCATED**
This University

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

SUBJECT : **Composition of Inventory and Inspection Committee**

DATE : November 12, 2013

1. In line with the 5th development goal of the university which is to pursue excellence in administration and governance, there is a need to create an inventory committee.
2. Composition: The IFSU Inventory and Inspection Committee shall be composed of the following:

Chairman: Atty. Candice G. Buyucan
Members: Mrs. Elyn A. Boligon
Mr. Leonardo J. Calimlim
Mrs. Rachel C. Guman
Representative from the department/unit where the material/s and equipment is located
3. Function: The Committee shall have the following functions:
 - a. To conduct regular physical annual inventory of all supplies and equipments purchased/issued to all university personnel.
 - b. To submit/prepare reports for the annual status of all supplies/materials and equipments.
 - c. To keep records and submit reports of waste materials.
4. Previous issuances/s contrary to this is hereby provoked.
5. For the guidance and compliance of all concerned.

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November 11, 2013

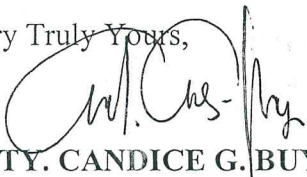
DR. SERAFIN L. NGOHAYON
University President
This University

Sir;

In view of the recent designation of Dr. Camilo A.Pimentel, may I respectfully request for the issuance of a new memorandum on the Composition of the Inventory and Inspection Committee to replace the hereto attached memorandum.

Thank you and Godbless.

Very Truly Yours,



ATTY. CANDICE G. BUYUCAN
Chief Administrative Officer