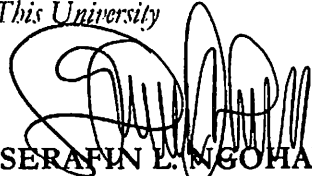




Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

MEMORANDUM NO. 55, s. 2014

To : Vice Presidents, Campus Directors, Deans, & Directors
This University

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

Subject : Delegated Authority

Date : August 26, 2014

1. In line with the 5th goal of the University to pursue excellence in administration and governance, there is a need to delegate some of the authority/functions of the University President for speedy action on requests.
2. Effective immediately, the following are to be acted by the responsible official, to wit:

Management's Actions	Responsible Official in lieu of the University President
2.1. Contract of employment of Job-order personnel for RDE projects	- Dr. Napoleon K. Taguling, VP for RDET
2.2. Approval of Travel Orders for RDET officials and project personnel	- Dr. Napoleon K. Taguling, VP for RDET
2.3. Approval of Vacation/Sick Leave 2.3.1. 1-3 days 2.3.2. More than 3 days	- Immediate Supervisor who is either a Vice President, a Campus Director, a Dean, or a Director - Chief Administrative Officer (CAO - Atty. Candice Buyucan)
2.4. Approval of Travel Orders	- Immediate Supervisor who is either a Vice President, a Campus Director, a Dean, or a Director - Other Campuses – Campus Directors
2.5. Approval of Back to Station Report and Itinerary of Travel	- Whoever approves the travel order
2.6. Request for Authority to Travel Abroad	- CAO – Atty. Candice Buyucan
2.7. Request for Student Labor	- Main Campus – CAO - Atty. Candice Buyucan - Other Campuses – Campus Directors

2.8. Approval of Activity Permits	- Main Campus – CAO - Atty. Candice Buyucan - Other Campuses – Campus Directors
2.9. Application for Loan (salary, etc.)	- CAO – Atty. Candice Buyucan
2.10. Request for RP Vehicle/Driver's Trip Ticket	- Main Campus – Officer-in-Charge or CAO - Other Campuses – Campus Directors
2.11. Request for Overtime	- CAO – Atty. Candice Buyucan

3. It is understood that due diligence is exercised before approval is issued and that the approving official is solely responsible for his/her action. Financial support must be ensured by checking if the activity is within approved Annual Procurement Plan or with fund ceiling from the Budget Office.
4. This Memorandum will remain valid until revoked by competent authority.
5. For your commitment and usual quality service.

Copy furnished: Vice Presidents, ADGO members, Chief Administrative Officer, Records, File

