



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

MEMORANDUM No. 61, s. 2014

TO : MR. TELESFORO T. PUGONG, JR.
*Vice President for Planning and Resource Generation
This University*


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

**SUBJECT: Designation as Officer-In-Charge Office of the University
President from October 1 to November 3, 2014.**

DATE : September 29, 2014

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1. By virtue of the authority vested on me by RA 9720 and RA 8292, and in line with my official travel to Japan (Kobe Gakuin University in Kobe City, St. Mary's College in Kurume City, Kanazawa University in Kanazawa and United Nations University in Tokyo City) on October 1, 2014 to November 3, 2014 to strengthen IFSU's links and collaboration with these institutions and serve as visiting professor and lecturer in some respects, you are hereby designated as the **Officer-In-Charge President of the University** until my return from the trip.
 2. You are hereby task and empowered to govern the University, i.e. to oversee the proper implementation of all existing programs & projects and the successful undertaking of all scheduled activities, to act on all issues and problems that may come to fore, and to steer the university towards the attainment of its goals and objectives.
 3. Having been previously authorized to approve disbursements and sign checks with ceiling, you are now authorized to sign all disbursements and checks regardless amount, including reports thereon, for payment of personnel salaries/ wages both for permanent and those on job order/ contract status and payment of expenses for maintenance operations and other expenses (MOOE). This authority includes necessary disbursements for special projects. You are therefore advised to prepare documents required by our depository banks in addition to my letter of authorization.
 4. As Officer-In-Charge of the Office of the President, you are to act on the following specific programs, projects and activities:

★ 5th Charter Day and 94th Foundation Day Celebration;

- ★ Repair and repainting of the inside of the Luis Hora Gymnasium and installation of a better sound system therein in time for the Mid-Year Graduation on November 12, 2014;
 - ★ Speedy works in all on-going and newly awarded infrastructure projects;
 - ★ Compliance to all targets and preparation of report in relation to the 2014 Performance Based Bonus;
 - ★ Crafting of the 2015 Use of Income Budget/ Program of Receipts and Expenditures;
 - ★ Day-to-day concerns of the Ifugao State University Main Campus.
5. The regular Officer-In-Charge designation previously issued is temporarily set-aside during the period and will resume thereafter. You are expected to appraise the undersigned regularly through available communication media and submit a report on your actions upon his return.
6. For your usual commitment!

CC: *Vice Presidents; Campus Directors; Deans and Directors; President, IFSU Employees Union; President, Faculty Associations of Campuses.*

A handwritten signature in black ink, consisting of several overlapping loops and a final vertical stroke on the right side.