



Republic of the Philippines
IFUGAO STATE UNIVERSITY

Nayon, Lamut, Ifugao

ifsu9720@yahoo.com

Fax: 0783051351

MEMORANDUM No. 30 – 2012

TO: Arch. DEXTER G. GULLON
Engr. JOSE P. BINWAG, JR.
Mrs. JULIET C. DANIELS, CPA
Mr. LEONARDO J. CALIMLIM
Engr. RICHARD DASALLA

FROM: SERAFIN L. NGOHAYON, PhD.
University President

SUBJECT: CONSTRUCTION MANAGEMENT TEAM

1. In line with the 1st development goal of the university, which is to pursue excellence in instruction, and with the 1st and 14th objectives, which is to intensify enhancement in instruction, and continue modernizing the university, respectively, we are currently sourcing out funds to address the university's need for classrooms.

2. In order to enhance the efficiency of implementing approved project proposals for infrastructures, it is a must that a construction management team organized.

3. In this connection, you are hereby enjoined to compose the Construction Management Team (CMT) of all externally funded infrastructure projects. Specifically, the team will be composed of the following:

Chairperson : Arch. Dexter G. Gullon
Director, Site Development and Infrastructure

Members : Engr. Jose P. Binwag, Jr.
Director, General Services

Mrs. Juliet C. Daniels, CPA
Director, Finance Division

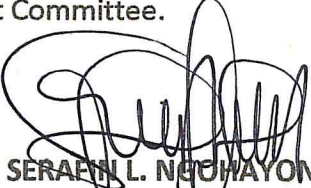
Mr. Leonardo J. Calimlim
Supply Officer

Engr. Richard Dasalla

4. The team is to perform the following functions:

- a. Coordinate with BAC for bidding purposes,
- b. Oversee implementation of infrastructure projects,
- c. Conduct periodic ocular inspection
- d. Prepare documentary requirements including monthly progress/accomplishment reports,
- e. In case of problem/s encountered, recommended possible course of actions to the President,
- f. Coordinate with donor agency's Project Management Committee.

For your guidance and commitment!


SERAFIN L. NGOHAYON, PhD.
University President

cc : all concerned employees and Records Office