



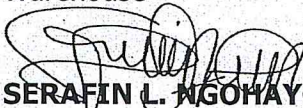
Republic of the Philippines
IFUGAO STATE UNIVERSITY

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MEMORANDUM No. 59 - 2012

TO : **ENGR. RICHARD DASALLA**
Instructor I and Project Engineer, Bio-Organic Fertilizer Store & Warehouse

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

SUBJECT : **IMMEDIATE COMPLETION OF THE BIO-ORGANIC FERTILIZER STORE & WAREHOUSE PROJECT AND PROCESSING OF PAYMENTS TO CREDITORS**

DATE : November 5, 2012

1. Sometime in December 2011, you were assigned as the project-in-charge/ engineer for the construction of the Bio-Organic Fertilizer Store and Warehouse with funding from the Bureau of Agricultural Research (BAR) and the project's income. Unfortunately, up to this date, the project is not yet completed and disbursement of the funds for the project costs remains unattended. This continued in-action and neglect is 1) putting the university in a bad light as the funding agency (BAR) keeps on reminding us of the speedy implementation of their project as per timeframe stipulated in the memorandum of agreement (MOA). It also 2) puts our capacity to implement projects on time in question and may unduly affect our chances of having future projects be considered by the said funding agency. Worst is, it 3) is depriving the Bio-Organic Fertilizer Project with the much needed store and warehouse to display its products on sale and store some for safekeeping. Finally, 4) creditors are already nagging and pestering the university as to why until now, the payments due them are still not processed.
2. As the project-in-charge/ engineer, you were informed that the project has its funds ready in the bank, in cash, that can be used anytime. Similarly, you were given a blanket authority to ensure the project completion on time with a verbal instruction to have the store & warehouse be ready by "May 2012". Despite repeated reminders, this office finds no urgent action or compliance on your part.
3. Therefore, you are hereby instructed to immediately complete the construction activities of the project and submit all and complete documents for the payment of creditors, i.e. materials procured and used, laborers wages, etc, on or before November 20, 2012. Furthermore, you are required to submit a written explanation of the unnecessary delay to this office on the same date.
4. Please understand that non-compliance of this instruction will be dealt with accordingly.
5. For your commitment.

Cc: Acting Chief Administrative Officer, Vice President for Academic Affairs, Campus Director Ricardo Ildfonso, Dean Joseph Ngohayon and Administrative Officer of IFSU Potia Campus, Mr. Keneth Ancheta, file