



Republic of the Philippines
IFUGAO STATE UNIVERSITY
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MEMORANDUM No. 09- 2012

TO : **ALL EMPLOYEES**

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

SUBJECT : **Approving Authority for Travel Orders**

DATE : February 6, 2012

1. In line with our pursuit of excellence in Administration and Governance (5th Dev't Goal), the just concluded Collective Negotiation Agreement, and to ensure judicious use of resources vis-à-vis the programmed expenditures, Travel Orders can only be approved/ issued by the following:
IFSU Main Campus – President or the Officer-In-Charge of the day;
IFSU Potia Campus – President or the Campus Director
IFSU Lagawe Campus – President or the Campus Director
IFSU Tinoc Campus – President or the Campus Director
2. In approving/ issuing Travel Orders, the approving/ issuing officer must ascertain the following:
 - a. Availability of allocation for the purpose;
 - b. Travel is extremely necessary in support to the university's programs, projects and activities;
 - c. Funded travels for participation to relevant Trainings, Seminars, Conferences, and for OJT supervision must, as much as possible, be limited to one (1) employee per activity. Should more than one (1) employee request to attend an activity, only one will be fully supported by the University. Subject to availability of funds, the university may agree for a cost sharing scheme where the participant employee and the university agree to share the cost such as the University will pay for the registration fee and the employee takes care of his/ her transportation and per diem under official time status;
 - d. Due to consistent admonition by the Commission on Audit (COA) enjoining compliance to Administrative Order No. 103, s. 2003, international travels will only be allowed under the following conditions:
 1. Air Travel costs and daily per diem is on the account of the employee or any funding agency/ support and not from the funds of the university;
 2. International travel is to speak as a resource speaker, for presentation of scientific papers and for the establishment or sustainability of linkages and networks;
 3. International travel is in support to the cross-border programs of the university chargeable against cross-border program funds.
3. Widest dissemination and commitment of all is enjoined.

Cc: VPs, Deans and Directors, DHRD, Administrative Officers' Office of Campuses, file