



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

MEMORANDUM NO. 18, s. 2016

To : **MR. WARREN D. TAYABAN**
Executive Assistant III/OIC
This University

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

Subject : **Authorization to sign all disbursements and checks for May 27, 2016 only**

Date : **May 26, 2016**

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1. By virtue of the authority vested in me by RA 9720 and RA 8292 and in line with my official travel to Manila for an important meeting of SUC Presidents with the Honorable CHED Chairperson Patricia Licuanan, you are hereby authorized to sign all disbursements and checks for May 27, 2016 only regardless of amounts, including reports thereon, for payments of personnel salaries/wages both for permanent and those on job order/ contract status and payment of expenses for maintenance operation and other expenses (MOOE). This includes necessary disbursements for special projects.
 2. You are expected to update the undersigned regularly through available communication media and submit a report of your actions upon his return.
 3. For your information and usual commitment.

Copy Furnished: Director for Finance, Records, File