



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

OFFICE OF THE UNIVERSITY PRESIDENT

**MEMORANDUM ORDER NO. 28 s. 2016**

**TO :** ENGR. LOINAZ D. DULAWAN - Director, Administration/ CAO 1  
MRS. RACHEL C. GUMAN - Internal Audit Service Officer  
DR. JULIET C. DANIELS - Director, Finance/ CAO 2  
ENGR. JOSE P. BINWAG, JR. - Director, Infra. and Site Dev't.  
*This University*

**SUBJECT :** Composition of the University Inventory Committee (UIC) and conduct of physical count of Property, Plant and Equipment

**DATE :** July 5, 2016

1. The 2015 Annual Audit Report (AAR) highlighted the failure of the University to ascertain the existence and condition of its properties and equipment due to the absence of physical inventory despite the existence of a University Inventory Committee (Memorandum No. 40, s. 2013). The report also mentioned that some buildings and equipment under the control of the University were not recorded as Property, Plant and Equipment (PPE).
2. To address the shortcoming and to avoid committing the same in the future, you are hereby tasked to compose the University Inventory Committee (UIC), to wit:  
Chairperson : Engr. Loinaz D. Dulawan  
Vice Chairperson : Mrs. Rachel C. Guman  
Members : Dr. Juliet C. Daniels  
: Engr. Jose P. Binwag, Jr.
3. The committee is instructed to immediately conduct physical count/ inventory of the University's PPE and submit appropriate reports thereon on the timetable stated below:

Focus of physical count	Report to submit	Submission Deadline
a. Existence and condition of PPEs with a total carrying amount of P 38,620,000.00 as stated in page 45 of the 2015 AAR.	RPCPPE (see GAM Vol. 1)	July 31, 2016
b. Existence and condition of All PPEs of the University valued at P 283,099,302.65 as stated in page 24 of the 2015 AAR.	RPCPPE	September 30, 2016

4. The Chairperson and members must certify the correctness of the RPCPPE to be approved by the University President.
5. The committee must device and implement a system of inventory count that is easy to understand and implement in regular fashion so as to meet the submission of duly signed RPCPPE to the COA Auditors not later than January 31 of every year. It must include, but not limited to, ensuring that all PPEs procured are properly booked, marked and recorded, all PPE

are properly issued to IFSU Officials on Property Acknowledgment Receipt (PAR)/Inventory Custodian Slip (ICS) and ensuring that issued PPEs no longer used (such as when an employee vacates his office or when projects are terminated) must be returned to the supply office and not directly turned over to any other employee on an employee-employee arrangement. Annual clearance was instituted for this purpose hence all signatories to the clearance must ensure that PPEs are accounted before affixing their signatures.

6. For your commitment and compliance.



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

*Copy furnished: All ADCO Members, Resident COA Auditors, Records Office, file.*