



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

OFFICE OF THE UNIVERSITY PRESIDENT

MEMORANDUM ORDER NO. 41 s. 2016

TO : **Mr. LEONARDO J. CALIMLIM**
Administrative Officer V
This University

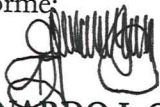
SUBJECT: **Reassignment Order**

DATE : **August 15, 2016**

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1. In the exigency of the service and for the best interest of the University, you are hereby reassigned to the Office of the Director for Administrative Services/ Chief Administrative Officer #1.
 2. As such, you are to report to the Director for Administrative Services/ Chief Administrative Officer #1, Engr. Loinaz D. Dulawan, for the orientation of your duties and responsibilities which will include, among others, the following:
 - a. Be the Chief of the University Legal Office;
 - b. Manage and supervise the receiving, recording, and releasing of official documents at the University Legal Office;
 - c. Regularly check/ monitor attendance and physical presence of officials and employees of the university and submit reports and observations to the Director for Administrative Services/ Chief Administrative Officer #1 copy furnish the University President.
 - d. Do other jobs assigned to you by your immediate supervisor.
 2. It is understood that your reassignment is in line with your position as Administrative Officer V and does not carry any additional monetary remuneration.
 3. This reassignment takes effect on August 18, 2016 and will be in effect until revoked by the undersigned or by competent authority.
 4. Relative hereto, you are to immediately turn over your responsibilities, duties and functions in your current assignment to the Director of Finance and clear yourself therein before transferring to your new assignment.
 5. For your commitment and compliance.


SERAFIN L. NGOHAYON, Ph.D.
University President

Conforme:



LEONARDO J. CALIMLIM
Administrative Officer V

Copy furnished: Director for Finance, Director for Administration, HRMO, Records Office, file.