



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

**MEMORANDUM NO. 44, s. 2015**

**To** : **MRS. MARY LUNAG**  
Administrative Officer IV  
This University

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

**Subject** : *Designation as Chief of the Budget Section*

**Date** : **July 1, 2015**

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1. By virtue of the authority vested in me by RA9720 and RA 8292, in recognition of your field of expertise and for the best interest of the university, you are hereby designated as the **Chief of the Budget Section**. As such, you are to function and act on matters within the jurisdiction of your position for the best interest of the University. You are to report directly to Dr. Juliet C. Daniels, Director for Finance.
2. As chief of the Budget Section, you shall do all the functions expected of a Budget Officer III in the University in accordance with DBM, Accounting, COA and Other prevailing legal rules and regulations;
3. As the Chief of the Budget Section, you are to do the following functions:
  - a. Ensure that the Budget section's functions are effectively and efficiently performed;
  - b. Supervise the Budget section operation, activities and personnel;
  - c. Budget preparation
  - d. Fund ceiling of purchase requests
  - e. Year end financial reports ;
  - f. Monthly analysis of status of fund releases, SAOB and financial reports, any result/finding from which should be reported to the Finance Director.
  - g. Do other functions requested by higher officials.
4. This designation shall take effect July 2, 2015 until terminated by competent authority.
5. For your information and commitment.

cc: Chief Administrative Officer, records, file.