



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

MEMORANDUM NO. 45, s. 2015

To : **MRS. ADORACION DAMAYON**
Administrative Officer IV
This University

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

Subject : *Designation as Chief of the Cash 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 Cash 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 Cash Section, you shall do all the functions expected of a Cashier III in the University in accordance with DBM, Accounting, COA and Other prevailing legal rules and regulations;
 3. In addition, you shall do the preparation of the List of Due and Demandable Accounts Payable (LDDAP).
 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.