



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

MEMORANDUM NO. 49, s. 2015

TO : MRS. DOMINGA G. LUNAG
HRMO IV
This University

DR. JULIET C. DANIELS
Director-Finance Services
This University


FROM : SERAFIN L. NGOHAYON, Ph.D.
University President

SUBJECT: Sign as witnesses to all contracts of employees under contract of service status

DATE : July 01, 2015

1. In line with the 5th goal of the University which is to pursue excellence in administration and governance and for purposes of check and balance, you are hereby task to serve as witnesses/signatories to all contracts of employees under contract of service status.
2. That Mrs. Dominga G. Lunag, HRMO IV of this University, must see to it that the statements contained in the contract are accurate and all supporting documents are complete.
3. That Dr. Juliet C. Daniels, Chief Administrative Officer and Director for Finance Services, must see to it that the stated wages/ salary are properly computed in accordance to University accounting, budgeting, rules and regulations and that funds are available to support the contract.
4. This arrangement shall take effect immediately.

Copy furnished: Records, File