



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

MEMORANDUM NO. 04, s. 2016

TO : ENGR. LOINAZ D. DULAWAN
*Chief Administrative Officer/ Director for Administration
This University*

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

**SUBJECT : Additional task being the Chief Administrative Officer/
Director for Administration of this University**

DATE : February 22, 2016

1. In line with our management quest and initiative to deliver quality and faster services to our clients, you are hereby authorized to approve/disapprove request/s for the following for and in behalf of the University President, to wit:
 - a. Applications for leaves that are more than 3 days
 - b. Applications for travel abroad
 - c. Travel Authority abroad
 - d. Return to work order for returning employees who went on study leave or for employees who are absent without leave (AWOL).
2. Leaves of absence, travel orders, Travel Authority abroad and all other documents related to Vice Presidents, Campus Directors and Directors directly under the University President must only be approved by the University President himself.
3. Please be guided always with governing rules and regulations as bases of your actions and always consider the best interest of the University.
4. Your utmost commitment is highly appreciated.