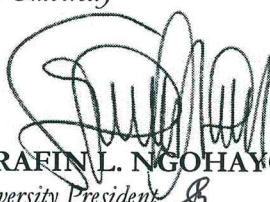




Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

MEMORANDUM NO. 56, s. 2015

To : **MRS. HAYDEE P. FESTIKEN**
Administrative Aide IV
This University

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

Subject : **Detailed Duties and Responsibilities and Immediate Supervisor**

Date : **September 15, 2015**

1. In line with the fact that your plantilla item is from IFSU Potia Campus and that you were hired to be a staff of the same, you are hereby assigned to work on the following duties and responsibilities as follows:
 - a. Prepare general payroll, payroll register, pay slips, and remittances lists for IFSU Potia Campus;
 - b. Prepare disbursement vouchers and reimbursement vouchers for IFSU Potia and Aguinaldo Campuses;
 - c. Prepare payroll and vouchers for Job Order Faculty Members of IFSU Potia and Aguinaldo Campuses;
 - d. Prepare the BIR Form No. 2307 (Certificate of Creditable Tax) for IFSU Potia Campus;
 - e. Act as liaison officer of IFSU Potia and Aguinaldo Campuses in terms of personnel and finance-related transactions as determined by the Campus Directors concerned; and
 - f. Do other tasks as may be assigned by the Campus Director of IFSU Potia Campus.
 2. As a personnel detailed in the Department of Finance of the University to work on IFSU Potia Campus concerns, your Daily Time Record (DTR) must be initialed by the Finance Director, Dr. Juliet Daniels, before it will be signed/approved by the Campus Director of IFSU Potia Campus, being your immediate supervisor.
 3. Furthermore, as liaison officer on personnel and finance-related transactions mainly of IFSU Potia Campus, you are to coordinate with responsible office/s in IFSU Potia Campus for the prompt preparation of employment contracts, submission of DTR's and on-time processing and releases of employees' pay (salaries & wages). Travel to IFSU Potia Campus whenever necessary to act on the concerns and interests of the campus.
 4. For your compliance and commitment.
- Cc: a. Dr. Ricardo L. Ildefonso, Campus Director of IFSU Potia
b. Dr. Juliet C. Daniels, Director for Finance
c. Engr. Loinaz D. Dulawan, Director for Administration
d. Mrs. Dominga G. Lunag, Administrative Officer V (HRMO III)