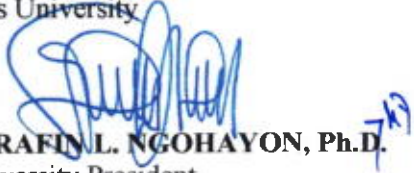




Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

MEMORANDUM NO. 62, s. 2015

To : **Engr. LOINAZ D. DULAWAN**
Director for Administrative Services
This University

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

Subject : **Acknowledgement of Service Contracts**

Date : **October 13, 2015**

In the interest of preventing legal complications arising from the service of contracts entered into by this University, you are hereby instructed to undertake the following:

1. effective immediately, all contracts and other legal instruments entered into by this University must be duly acknowledged;
2. notarial fees will be borne by the contractors;
3. this acknowledgement will take the place of the usual *jurat* being administered by your office;
4. exercise due diligence in negotiating with local law firms for reduced rates for the benefit of our service contractors; and
5. attached is a sample Acknowledgement to be used for all service contracts.

For your commitment and guidance.

*cc: Director for Finance
records
file*

ACKNOWLEDGMENT

Republic of the Philippines)

Municipality of _____)S.S.

BEFORE ME, a Notary Public for and in the municipality of _____, Ifugao, Philippines, this day _____ of _____ at _____, Ifugao personally appeared to me the following persons with their Government Issued Identification, as follows:

1. SERAFIN L. NGOHAYON

Valid ID. No. _____ Issued by _____ on _____

2. Service Contractor

Valid I.D. No. _____ Issued by _____ on _____

The above named persons affirmed that their signatures on the document were voluntary affixed by them for the purposes stated in the aforesaid agreement and that they have executed the document as their respective voluntary act and deed, and with respect to Dr. Serafin L. Ngohayon, he has the authority to sign for and in behalf of the party he represents.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal this _____ day of _____ at _____, Ifugao, Philippines.

Doc. No. _____

Page No. _____

Book No. _____

Series of _____