



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

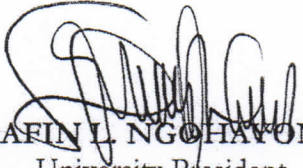
OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE ORDER NO. 14 s. 2016

SUBJECT: Officers-In-Charge, Office of the University President, to act for and in behalf of the University President when he is out on official travel/official business

DATE : September 5, 2016

1. In pursuit of the 5th development goal of the University which is to achieve excellence in administration and governance, the following university officials are hereby designated, in chronological order, to act as Officers-In-Charge (OICs), Office of the University President whenever the undersigned is out on official travel/official business, to wit:
 - 1st - VP for RDET, **Dr. Napoleon K. Taguiling**
 - 2nd - Campus Executive Director, **Dr. Diosdado M. Aquino**
 - 3rd - Chief Administrative Officer1, **Engr. Loinaz D. Dulawan**
 - 4th - University & Board Secretary, **Mr. Julian B. Nangpuhan II**
2. The four (4) OICs are so designated to ensure that there will be a responsible official who can act for and in behalf of the University President at any given day and time. They are arranged in such a way that when the 1st OIC is also out, the 2nd OIC shall assume the OIC role, and so on;
3. The designated OICs are AUTHORIZED and EMPOWERED to act on all matters needing action by the University President, to sign for and in his behalf, and to dispose off issues and concerns that come to fore during the day after due consultation with stakeholders and the University President;
4. All communications, vouchers, issues and concerns for action by the University President shall be directed/ submitted as usual to the office of the President for proper recording before they will be brought for action by the Officers-In-Charge;
5. All matters, issues and concerns in relation to IFSU Main Campus Operation, shall be referred directly to Dr. Diosdado M. Aquino, Campus Executive Director of IFSU Main/Lamut Campus;
6. The authorized alternative signatories for PR's, PO's, OS, DV's, and Checks, for and in behalf of the University President, as contained in Office Order No. 2 s. 2016 supplemented by Office Order No. 13 s. 2016 shall assume full responsibility and authority notwithstanding the hereto attached designation of OICs;
7. Any other matter that really needs the University President's attention and action, notwithstanding the presence of the OICs, can be directly referred to him personally or through his email address at sngohayon@yahoo.com.
8. Previous issuances contrary to this are hereby revoked.
9. For the information, guidance and commitment of all.


SERAFIN L. NGOHAYON, Ph.D.
University President