



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

OFFICE ORDER NO. 12 - 2013

Subject : *Reassignment of Personnel in the Cash Section*

Date : *August 1, 2013*

1. In line with the 5th major development goal of the university which is to improve administrative proficiency and governance, the following personnel are hereby reassigned to do sensitive functions, duties and responsibilities:
 - a. **MR. RONALD CO** - To act as one of the collecting officers of the University. As such, he shall:
 - a.1. collect payments and all monies due to IFSU and issue receipt;
 - a.2. update books of collections;
 - a.3. prepare report of collections; and
 - a.4. deposit collections daily.
 - b. **MR. JULIO PUGONG** - To stop acting as collecting officer. In lieu thereof, he is to perform the following functions:
 - b.1. prepare checks of approved vouchers;
 - b.2. prepare report of unused checks;
 - b.3. prepare advice; and
 - b.4. prepare RCI.
2. The Chief of the Cash Section **MRS. MARY LUNAG** must monitor and supervise the proper collection, issuance of receipts, prompt deposits of collection, and submission of appropriate reports to higher authorities.
3. For the commitment of all concerned.


SERAPIN L. NGOHAYON, Ph.D.
University President

Copy furnished:

- *Director for Finance*
- *Mr. Ronald Co*
- *Mr. Julio Pugong*
- *Mrs. Mary Lunag*
- *Commission on Audit*
- *Records*
- *File*