



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



**OFFICE ORDER NO. 2 - 2012**

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

**Date :** **January 14, 2012**

1. In pursuit of the 5<sup>th</sup> 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:
  - 1<sup>st</sup> – VP for Administration, DR. CAMILO A. PIMENTEL
  - 2<sup>nd</sup> – VP for Planning and Resource Generation, MR. TELESFORO T. PUGONG, JR.
  - 3<sup>rd</sup> – VP for Academic Affairs, DR. FAITH B. BASILIO
  - 4<sup>th</sup> – VP for RDET, DR. JOSEPHINE GUIMPATAN
2. The four (4) Officers-In-Charge 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 1<sup>st</sup> OIC is also out, the 2<sup>nd</sup> OIC shall assume the OIC role, and so on;
3. The designated officers-in-charge 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 University President for proper recording before they will be brought for action by the Officers-In-Charge;
5. 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. 1, s. 2012 shall assume full responsibility and authority notwithstanding the hereto designation of Officers-In-Charge;
6. Any other matter that really needs the University President's attention and action, notwithstanding the presence of Officers-In-Charge, can be directly referred to him through his e-mail at [snqohayon@yahoo.com](mailto:snqohayon@yahoo.com) or his cellphone at +639175742363;
7. For the information, guidance and commitment of all.

**SERAFIN L. NGOHAYON, Ph.D.**  
University President

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