




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

OFFICE ORDER NO. 19- 2014

Subject : **Regulations in the submission and delivery of Communications, Correspondences & Documents**
(In-coming, Outgoing, Intra-departmental)

Date : **July 29, 2014**

1. In line with the 5th Goal of the University which is to pursue excellence in Administration and Governance, there is a need to adhere to the efficient, effective and economical management (recording, sharing and utilization) of all official communications received and being sent out by various offices in the university system.
2. In view of the above statement and to avoid the chaotic practice of directly delivering and making follow-ups of correspondences/communications to offices/action units, the following must be observed, to wit:
 - a. All communications/correspondences intended for the university whether addressed to the University President or any other official of the university should be coursed through/submitted to the Records Section for recording and routing to the proper office/concerned employee for their information or appropriate action;
 - b. The records section personnel are the only persons authorized to route/ deliver official communications they receive to offices/ action units;
 - c. It is strictly prohibited for interested/ requesting parties to hand carry or directly deliver their communications to any office or individuals in the university except those that are personal and unofficial communications/ documents;
 - d. Follow-ups to correspondences/communication should then be made to the Records Section and not directly to the action units/ offices.
3. All communications that do not follow the above stated process are then deemed unofficial and are without the knowledge and the responsibility of the University.
4. Intra-departmental documents/ communications maybe delivered only to the receiving office by authorized personnel from the source department/ unit following prescribed protocols like timeframes and recording them in record books or ledgers.
5. All university officials and employees are enjoined to inform the transacting public of this regulation/ process.
6. For your information and commitment.


SERAFIN L. NGOHAYON, Ph.D.
University President