



Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**

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**MEMORANDUM No. 25- 2010**

TO : **ALL ADCO MEMBERS &  
ALL OFFICIALS WITH PARTS IN THE COMMENCEMENT  
PROGRAM**  
This University

FROM : **SERAFIN L. NGOMAYON, Ph.D.**  
President  
This University

SUBJECT : **PARTICIPATION IN THE COMMENCEMENT EXERCISES**

DATE : March 8, 2010

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As a show of our unity, felicitations with this year's graduates and sincere appreciation to the efforts of those who prepared and made the occasion meaningful, you are hereby instructed to attend the respective Commencement Exercises in your respective Campuses, to wit:

Main Campus	- March 16, 2010
Lagawe Campus	- March 23, 2010
Tinoc Campus	- March 25, 2010
Potia Campus	- March 26, 2010

You are to wear your appropriate TOGA representative of your field of specialization, highest educational attainment, and sit along with the Guest of Honor and Speaker in the stage. Seats with your names shall be provided for your convenience.

Failure to attend, without prior formal notice, shall be treated as an irresponsible action enough to cause the forfeiture of your incentive for the month of March, 2010. I am happy to inform you that the Board of Regents approved the increase in incentive for all ADCO Members (Deans and Directors with RATA) from PhP 1,500.00/ month to 3,000.00/ month intended to help you perform the duties and responsibilities attached to your respective positions. The incentive shall serve as your representation and transportation allowance (RATA).

The Vice President for Administration and Finance is hereby tasked to check the attendance and successful participation of all concerned. The Director for Finance is tasked to effect the withholding of incentives as aforesaid.

For your information and commitment.

Cc: Records, file