



MEMORANDUM No. 33- 2010

TO : **DR. CAMILO A. PIMENTEL -**
MR. FLORENCIO DIMOG
DR. ROMANA L. ALSIKEN
MR. NOEL BALLITOC - HG
This University

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

SUBJECT : **HIRING OF NEW SET OF GUARD**

DATE : March 29, 2010

In the light of the robbery that happened to our university last March 7, 2010, the services of the entire security guard shall end effective March 31, 2010 and a new set of guards shall assume duties effective April 1, 2010.

The new set of guards shall be composed of the following:

Mr. Noel ballitoc – Head Guard/ Supervisor/ Security Officer

- | | |
|-------------------------------------|--------------------------------------|
| 1. Mr. Ronie Wigan – Security Guard | 7. Mr. Hasem Robles – Security Guard |
| 2. Mr. Fernando Nakigo, Jr. – do | 8. Mr. Kenedy Narvarte – do |
| 3. Ms. Martha Taguiling – do | 9. Mr. Victory Guinoyod – do |
| 4. Mr. Johnny Duntugan, Jr. – do | 10. Mr. Juan To-ong Jr. - do |
| 5. Mr. Joseph Calingayan – do | 11. Mr. Melvin Atolba - do |
| 6. Ms. Marivic Mongilit – do | |

The following conditions shall apply:

1. The security guards (SG) shall start their duties from March 30, 2010 to effect a smooth turnover of responsibilities from the outgoing set of guards to the incoming set of guards;
2. The Head Guard (HG) shall prepare a campus security plan/ duty schedule and others to be approved by the Campus Director;
3. The Salaries are as follows:
HG = 350/day
SG = 250/day
4. The HG/SGs shall pay a bond to the university of 250/month;
5. The HG/SGs shall procure their own uniform/s (two sets) charge to their own accounts. The uniform shall bear the logo of the university. One set shall be procured in the first month of duty;
6. The HG/SGs shall have authentic and valid licenses. Failure to provide one within 15 days (on or before April 16, 2010) shall mean termination of their services;
7. In addition to the general duties of Security Guards, additional duties maybe given to the guards by management such as the responsibility of enforcing all policies, orders, memoranda and other pertinent rules promulgated/ issued by the university;
8. The SGs report directly to the Head Guard while the Head Guard reports directly to the Campus Director and/ or the University President;
9. The Head Guard/ Security Officer/ Supervisor shall also be responsible in supervising the SGs assigned at the IFSU-OPHIL Eye Center.
10. Others imposed on them by management.

Cc: Records, file

Received: Remelyn Bungitan
Erika Bagnay