

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

MEMORANDUM NO. 42-10

**TO: ALL ADCO MEMBERS AND
ALL EMPLOYEES**
This University

FROM: SERAFIN L. NGOHAYON, PhD
University President

SUBJECT: PARTICIPATION IN THE SUMMER COMMENCEMENT EXERCISES

DATE: MAY 18, 2010

As a show of our unity and felicitations to our summer 2010 graduates and sincere appreciation to the efforts of those who prepared and made the occasion meaningful, you are hereby instructed to attend the Commencement Exercises on May 22, 2010 at 8:00 o'clock in the morning.

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 on 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 May 2010.

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.