

file

Republic of the Philippines
Ifugao State University
Nayon, Lamut, Ifugao

MEMORANDUM No. 47 - 2010

TO : ALL VICE PRESIDENTS
This University

FROM : DR. SERAFIN L. NGOHAYON
University President

SUBJECT : Punching In & Out in the Biometrics Machine

DATE : June 19, 2010

1. All employees are required by law to punch in and out every time they enter and go out of the university.
2. The Vice Presidents, in recognition to their important and wide ranging duties and responsibilities in the university, is hereby given flexible time to perform their functions. They shall enter at flexible time schedule provided they are still to report 8 hours a day or 40 hours a week from 6 AM to 8 PM. Whenever they are to perform duties outside the university, they may do so under Official Business, Official Time, or Locator Slip status to be approved by the University President or his official representative. Copies of the approved form shall be attached to their DTRs at the end of each month.
3. For your commitment.

Cc; Vice Presidents, HRD, Records, File

Recd for
VP for Planning - f: [Signature] 6-21-10
VP for Admin & Finance - [Signature] 6/21/10
VP for ROCT - [Signature] 6/21/10
VP for Acad - [Signature] 6-21-10

