



Republic of the Philippines
IFUGAO STATE UNIVERSITY
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MEMORANDUM No. 50 - 2010

TO : **ALL RANK AND FILE EMPLOYEES**
This University

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

SUBJECT : Attendance to the Basic Customer Service Skills Training (BCSST) on July 27-28 and 29-30, 2010

DATE : July 23, 2010

In view of our endeavor to continually provide opportunities for all of you to develop and grow with our Institution, we have come up with an agency-based training to be conducted by competent trainers from the Civil Service Commission-Cordillera Administrative Region. This training shall be held in two batches, Batch 1 and Batch 2, on July 27-28 and 29-30, 2010, respectively at the Center for Foreign and Japan Studies. Attached is the list of participants for ready reference.

In this connection, all concerned rank and file employees are hereby required to attend said training on their specified schedules.

Also, all heads of Offices concerned are hereby directed to ensure the attendance of their respective staff on their assigned schedules. In relation to this, functions and/or duties of employees should be arranged in such a way that these shall not be hampered, however, allow them to attend the training.

For your information and compliance.