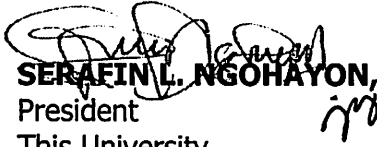




Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**  
Nayon, Lamut, Ifugao

**MEMORANDUM No. 6- 2010**

**TO** : **MR. STRADIVARY CARO**  
Dean, College of Computer Science  
This University

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

**SUBJECT** : Printing of Employees' Identification Card

**DATE** : January 25, 2010

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In line with the change of our Institution's status from ISCAF to IFSU, kindly facilitate the printing of employee's IDs charge against administration's fund at a minimal cost. However, succeeding requests for reprinting or new copies to replace lost IDs shall be charge against the employee at PhP 100.00.

You may put a time frame for employees to come to your office for their IDs to be printed, after which you must charge them with regular fees.

For your information and commitment.

*reprint for file*  
*1/7/11*