



Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao
ifsu2009@yahoo.com Tel/Fax: 0783051351

IFSU

MEMORANDUM No. 60- 2010

TO : **MR. TELESFORO T. PUGONG JR.**
VP for Planning and Resource Generation
This University

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

SUBJECT : **OFFICER IN-CHARGE**

DATE : September 9, 2010

-
1. In lieu of my travel to Hunan Province, Peoples Republic of China on September 13-17, 2010 to attend the trade mission/study tour on Agriculture Production Enhancement, you are hereby delegated as the Officer In-Charge of the university.
 2. As the Officer In-Charge, you are hereby tasked to oversee the management and operations of the university. You are also earnestly requested to stay in the campus and attend to the president's official functions until the duration of said travel.
 3. For your information and guidance.

Cc: All Employees, Records, file