



Republic of the Philippines
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MEMORANDUM No. 65 - 2010

TO : **ALL OFFICIALS CONCERNED**
This University

FROM : **SERAFIN LANGOHAYON, Ph.D.**
University President

SUBJECT : **FORMATION OF AD-HOC COMMITTEE, PREPARATION AND SUBMISSION OF DOCUMENTS FOR SUC LEVELLING**

DATE : November 4, 2010

1. The DBM-CHED Joint Circular No. 1 & 1-A, s. 2003 was issued with the purpose of determining the classification level (Level I – IV) of SUCs based on their performance in the Key Result Areas (KRAs) of Instruction, Research, Extension, and Management of Resources. The result of the 1st SUC Leveling Evaluation was officially released in 2006 uplifting the level of ISCAF from being a SUC Level I into SUC Level III. This marked improvement served as the impetus for the conversion of ISCAF into a university and justified the creation of three (3) Vice President Positions;
2. CMO No. 35, s. 2010 was issued November 3, 2010 signaling the start of the 2nd round of SUC Leveling/ evaluation and requiring all SUCs in the country to submit DATA and INFORMATION related to their performance in the current year/ last three (3) years;
3. To ensure prompt compliance thereof, an AD-HOC IFSU Leveling Committee is hereby organized to be composed of the following:

Chairperson : Mr. Telesforo T. Pugong, Jr.- VP for Planning and Resource Generation
Members : Dr. Camilo A. Pimentel – VP for Administration & Finance
: Dr. Josephine A. Guimpatan – VP for RDET
: Dr. Faith B. Basilio – VP for Academics
: Mrs. Eva Marie C. Dugyon – Director PAIS

4. The Committee must ensure that all accomplishments and performance of the university/all its units and sub-units in the four KRAs are properly documented and captured in the report/ data to be submitted to the CHED on or before NOVEMBER 19, 2010;
5. For the Committee to have competent people to work on the data for submission, a committee secretariat is hereby organized to be composed of the following:

Chairperson : Ms. Jill Saquing – NFS and SUC Leveling Instrument Specialist
Members : Ms. Michelle Dulay (for VP - PRG)
: Ms. Marites Bimidang (for VP - RDET)
: Ms. Sandra Marquez (for Admin)
: Mrs. Juliet C. Daniels (for Finance)
: Ms. Jocelyn Guimpatan (for VP – Academic)
: Ms. Maria Louisa Taguiling

6. If necessary, the Committee and its Secretariat can work overtime to ensure submission of a well prepared, well supported/ documented and complete report ON TIME. Expenses to be incurred by the committee will be borne by the university funds;
7. The Committee is likewise authorized to gather data or information on said KRAs from the various offices or compel office officials and personnel to provide the same; and
8. For guidance and commitment of all concerned.

Cc: All ADCO Members, Records, file