



Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**



Nayon, Lamut, Ifugao

[ifsu2009@yahoo.com](mailto:ifsu2009@yahoo.com)

Tel/Fax: 0783051351

**MEMORANDUM No. 12- 2011**

TO : **MRS. JOYCE BODAH**  
**MRS. JENG-JENG BOLINTAO**  
Instructors  
This University

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

SUBJECT : **WORK ON IFSU DOCUMENTS FOR THE INSTITUTIONAL ACCREDITATION IN THE IDEAL**

DATE : March 1, 2011

---

1. In relation to the institutional accreditation of our university in the International Distance Education Accreditation League (IDEAL), you are hereby instructed to work on the preparation of needed documents for said accreditation.
2. You are to report to the Vice President for Academic Affairs, Dr. Faith B. Basilio, for further instruction regarding necessary documents to be prepared.
3. If necessary, in order to ensure submission of a well prepared and well supported documents ON TIME, you are to render over time service. Expenses to be incurred by the committee will be borne by the university funds;
4. For guidance and commitment.