



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

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MEMORANDUM No. 015 - 2011

TO : **MS. GENEROSE B. SAWEY**
Faculty
This University

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

SUBJECT : **Designation as Secretariat and Assistant Editor of the book writing project entitled "The making of state universities in the Philippines" initiated by the Ifugao State University.**

DATE : **April 1, 2011**

*received
jr sb
4/1/11*

1. In line with the forthcoming 2nd Year Anniversary of the University on October 14-16, 2011, the Ifugao State University through the undersigned wishes and hopes to highlight the stories behind its successful metamorphosis and conversion through a book entitled "The making of State Universities in the Philippines". The book hopes to detail the challenges and success stories of the five (5) State Colleges that were converted into State Universities at the same time with their respective charters signed into law on October 14, 2009. As the initiator of the project, the undersigned is tasked to lead the write-up by facilitating the process and acting as the editor.
2. Related to the challenge, you are hereby DESIGNATED as the secretariat and one of the assistant editors. As such, you are to do the following duties/ responsibilities:
 - a. Finalize the outline of the book in constant consultation with the Editors;
 - b. Finalize the prospective writers from the key players of the historic transformation of the institutions, communicate to them the project and get their commitment and acceptance as writers;
 - c. Facilitate the writing and submission of contributions;
 - d. Compile the contributions from the various institutions and subject them to appropriate edit by English Grammar editors and the Content Editors, namely; Dr. William C. Medrano and Dr. Serafin Ngohayon;
 - e. Facilitate the acquisition of an appropriate ISBN Number (Book number) for the book;
 - f. Facilitate the printing of dummy output, final checking and reproduction of the book;
3. The suggested content of the Book and lead writers are:

FORWORD – Sen. Mar Roxas, Chairman, Senate Committee on Higher and technical Education,
14th Congress

- Cong. Cynthia Villar, Chairman, House Committee on Higher Education

Chapter 1. Overview of the Conversion Process – The Editors

Chapter 2. The Ifugao State University Experience – Pres. Serafin L. Ngohayon

Chapter 3. The Romblon State University Experience – Pres. Jeter Sespene.

Chapter 4. The Bohol Island State University Experience – Pres. Elpidio Magante, Jr.

Chapter 5. The Naval State University Experience – Pres. Editha Genzon

Chapter 6. The Northwest Samar State University – Pres. Soccoro Bohol

Chapter 7. Common Challenges, Unique Features

4. The Suggested writers of the Ifugao State University Experience are:

Dr. Serafin L. Ngohayon, The Transformation and Conversion

Ms. Jill Saquing, Packaging of Documents

Mr. Nathaniel Dimog, External Linkages and Resource Generation

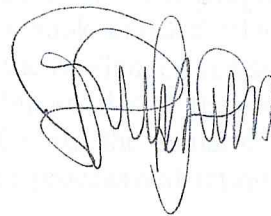
Mr. Telesforo T. Pugong, Board of Regents support and resolutions

Dr. Josephine Guimpatan, Faith Basilio and Nancy Ann Gonzales – Committee Hearings

Impressions – Ms. Eva Dugyon, Mr. Jeremy Gawongna, Mr. Jux Basilio, others

5. This designation entitles you to be on OFFICIAL TIME with FLEXIBLE WORKING TIME AND PLACE. Considering the huge demand in time, effort and commitment expected of you for the project, you are freed from you usual teaching duties for the 1st semester SY 2011-2012.
6. This designation takes effect April 11, 2011 and ends on October 20, 2012 unless earlier terminated by competent authority/ies;

Cc: VP Academic Affairs, HRD, Campus Director – Main, Records, File

A handwritten signature in black ink, appearing to be 'J. Dimog', is located in the lower right quadrant of the page. The signature is stylized and somewhat cursive.