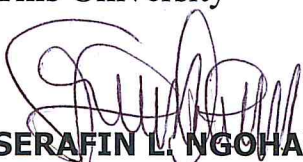




Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**  
Nayon, Lamut, Ifugao  
[ifsu2009@yahoo.com](mailto:ifsu2009@yahoo.com) Tel/Fax: 0783051351

**MEMORANDUM No. 017 – 2011**

**TO :** **ALL DESIGNATED UNIVERSITY OFFICIALS**  
This University

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

**SUBJECT :** **NEEDED TO UNDERTAKE ADVANCE PREPARATION FOR THE  
INCOMING SCHOOL YEAR 2011-2012**

**DATE :** May 2, 2011

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1. In line with the 5<sup>th</sup> goal of the University – Pursue Excellence in Administration and Governance, you are hereby enjoined to look into your plans (programs, projects and activities) for School Year 2011-2012 and undertake the necessary preparations to ensure that these are smoothly implemented;
  2. Repairs of facilities, procurement of supplies and other activities and adjustments needed to improve services for students and other clientele shall be undertaken;
  3. Implementing guidelines, procedures and flowcharts shall be enhanced to hasten transactions and improve efficiency and effectiveness.
  4. For your commitment and guidance.

*CC: All designated University Officials, Records, File*