



Republic of the Philippines
IFUGAO STATE UNIVERSITY

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MEMORANDUM No. 24 – 2011

TO: MRS. CHERRY ANN BUMIDANG
Instructor I
This University

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

SUBJECT: DESIGNATION AS EXECUTIVE ASSISTANT

DATE: July 13, 2011

1. In line with the 5th major development goal of the university which is to pursue excellence in administration and governance, you are hereby designated as **EXECUTIVE ASSISTANT TO THE UNIVERSITY PRESIDENT** to be detailed at the Office of the University President and perform the following functions to wit:
 - a. Take charge of all personal papers/documents of the university president.
 - b. Assist the university president in all matters related to his functions outside the University.
 - c. Arrange the schedules of the university president outside the university and ensures that attendance and participation of the president to these commitments are hassle-free and convenient as much as possible.
 - d. Sort and study communications and requests from people/ unit within the university vis-à-vis university procedures, policies and rules and regulations and submit a summary of the communications/requests as well as observations and recommendations to the university president for his ready reference when making decisions. Advises requisitioners and school officials of proper channels/procedures when necessary for greater efficiency and effectiveness.
 - e. Ensure the availability of office supplies in the office of the university president.
 - f. Perform other assignments given by the university president.
2. In line with the nature of the university president's function which is 24 hours a day for 7 days a week, you shall **report to the office on flexible time schedule** subject to the following conditions, to wit:
 - a. That you are always available when the president needs your services;
 - b. That you render official service to the university for **forty hours a week**; and
 - c. The time schedule is approved by the university president formalized in the duly signed/approved Daily Time Records submitted to the HRMO at the designated time after each month of service.
3. They are to teach/handle 2 subjects or a six (6) unit equivalence of teaching load.
4. University offices/officials are hereby enjoined to support Mrs. Cherry Ann Bumidang in the performance of her functions.
5. For your information and commitment.


SERAFIN L. NGOHAYON, Ph. D.
University President