



Republic of the Philippines
IFUGAO STATE UNIVERSITY

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MEMORANDUM No. 26 – 2011

TO: MR. JOEBERT B. JACINTO
This University

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

SUBJECT: FUNCTIONS AS EXECUTIVE ASSISTANT I

DATE: July 18, 2011

1. In line with the 5th major development goal of the university which is to pursue excellence in administration and governance and in relation to your position as Executive Assistant I, the following specific functions are assigned to wit:
 - a. Assist the university president in all matters related to his functions within the University.
 - b. Arrange the schedules of the university president inside/within the university and ensures that attendance and participation of the president to these commitments are hassle-free and convenient as much as possible.
 - c. 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. Advise requisitioners and school officials of proper channels/procedures when necessary for greater efficiency and effectiveness.
 - d. Draft communications, memoranda, office orders emanating from the university president related to official actions/replies to communications from within and outside the university.
 - e. 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 undersigned needs his services;
 - b. That you renders 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. University offices/officials are enjoined to support the Office of the President staff in the performance of their functions.

4. For your information and commitment.


SERAFIN L. NGOHAYON, Ph. D.
University President