



Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**  
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**MEMORANDUM No. 28 – 2011**

**TO:** MR. CHRISLEE N. MAGATOLMI  
This University

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

**SUBJECT:** FUNCTIONS AS CLERK II

**DATE:** July 29, 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 Clerk II to the Office of the University President, the following specific functions are assigned to wit:
  - a. Do Clerical works.
  - b. Act as messenger.
  - c. Do other related functions as directed by the undersigned.
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

Cc: Head – HRD, Accounting Office, Mr. Magatolmi, Records, File

Head HRD - ✓  
Accty - ✓  
Mr. Magatolmi - ✓