



Republic of the Philippines
IFUGAO STATE UNIVERSITY

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MEMORANDUM No. 30 – 2011

TO: Dr. Josephine A. Guimpatan - VP for RD
Dr. Robert T. Ngidlo - Director for Research
Mrs. Teresita D. Allig - Director for Extension
Mrs. Ethelyn M. Pumihic - Manager, Tissue Culture Laboratory
Miss Josephine Batoon - Laboratory Aide, TCL
This University

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

SUBJECT: Temporary Closure of Tissue Culture Laboratory

DATE: August 2, 2011

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1. In line with the 5th major goal of the university which is to pursue excellence in administration and governance and due to the full exhaustion of the funds of the Tissue Culture Laboratory there is a need to temporarily stop the operation of the Laboratory;
 2. Effective August 16, 2011, the Tissue Culture Laboratory, shall cease operation and the building be closed. The Vice President for RDET and the Director for Research shall immediately make an inventory of the laboratory equipments, supplies and other properties for future reference;
 3. The Project Manager, Ms. Ethelyn Pumihic, is instructed to wrap up on-going activities, turn-over the laboratory and its equipments, supplies and other properties to the Supply Office or to the RDET Office;
 4. The laboratory aide, Ms. Josephine Batoon, within the duration of her unexpired contract, shall request the Director of General Services who shall assign her other tasks commensurate her qualifications and abilities;
 5. The Research, Development, Extension and Training (RDET) Division through the leadership of the Vice President shall source out funds from funding agencies, re-structure the laboratory operations and open it anytime it is feasible to do so;
 6. The on-going construction of the foundation block shall be completed using its remaining budget of PhP80,860.00.
 7. For the understanding and commitment of all concerned.

Cc: All concerned Employees, Records, File