



Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**  
Nayon, Lamut, Ifugao

**OFFICE ORDER NO. 4, s. 2016**

**SUBJECT : Creation, Composition and Function of the Task Force on Distance Education/Transnational Education (DE/TNE) of the University**

**DATE : February 5, 2016**

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1. In line with the 5th Development Goal of the University which is to pursue excellence in administration and governance and with the lifting of the moratorium on the offering of programs via Transnational Education (TNE) and with the passage of RA 10650 otherwise known as the "Open Distance Education Act", there is a need to fully institutionalize and strengthen the university's Distance Education/Transnational Education Programs to make it more responsive to our clients and operate under the auspices of Philippine laws and government agencies.
2. Thus, an Ifugao State University Distance Education/Transnational Education Task Force (IFSU DE/TNE TF) is hereby created to be composed of the following:
  - Chairperson : Dr. Nancy Ann P. Gonzales (*Vice President for Academic Affairs*)
  - Members : Dr. Mary Caclini (*Dean, College of Advance Education*)  
Dr. Joyce Bodah (*Director, Planning and Information Management*)  
Mr. Ivan Melana (*Chairperson, DE/TNE*)  
Engr. Loinaz Dulawan (*Chief Admin. Officer, Director for Admin*)  
Dr. Juliet Daniels (*Chief Admin Officer, director for Finance*)  
Ms. Alicia Binwag (*Registrar III and Director – Admission and Registrar Services*)  
Dr. Vivian Dumelod (*Director, Quality Assurance Office*)  
Mr. Michael Pinkihan (*IT Specialist*)
3. The function of the task force are as follows:
  - a. Secure Government Authority to offer programs via distance education/transnational education (Art. 6, Sec 18 & 19 of CMO 27, s. 2005)
  - b. Request CHED for Certification that it is allowed to offer in the Philippines the degree program it plans to offer offshore (Art. 7, Sec 3.a of CMO 2, s. 2008)
  - c. To ensure that recruitment partners of the university like St. Robert's Management and Training Centre strictly abide by the provisions of the memorandum of agreement (MOA) entered thereto specially their responsibilities.
  - d. Ensure that the university's distance/ transnational education program adheres to the following guiding principles stated in Art. 3 of CMO 27, s. 2005, to wit:
    - Learner Centeredness
    - Rigorous and sound instructional design
    - Transparency and peer review to guide informed choice
    - Public responsibility and accountability
    - Quality and continuous improvement
  - e. The task force must also ensure that *the implementing guidelines stated in Article 5 of CMO No. 27, s. 2005, are properly followed with substantial proof of compliance.*

- f. Set-up a learning management system of the university
  - g. Come up with sets of learning modules, workbooks and notes per subject from professors.
  - h. Submit an itemized list of priority items where the DE/TNE Fund allotted in the Calendar Year 2016 use of income budget will be used.
4. The task force is authorized to use all the resources of the University and the fund allotted for the DE/TNE program to carry out their functions and activities.
  5. The task force must submit periodic report to the University President.
  6. Officials and employees of the University are enjoined to support the task force when requested or in any way possible.
  7. For the commitment of all.



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

References: CMO No. 27, s. 2005  
CMO No. 2, s. 2008  
CMO NO. 32, s. 2015