



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

OFFICE ORDER NO. 13 - 2015

SUBJECT : Composition of the Task Force for the Normative Funding Scheme Report (NFSR)

DATE : July 27, 2015

1. In view of CHED Memorandum Circular No. 23 s. 2015 with subject, "AY 2015/16 Higher Education Data/Information Collection" which aims to collect up-to-date and complete data from the State Universities and Colleges (SUCs) for institutional, regional and national decision-making, planning and monitoring, SUCs are required to fill-out/update the Normative Funding templates as prescribed.
2. Further, all SUCs are required to submit online spreadsheet format through the CHECK System of the Commission and Higher Education to ensure that data are verified and validated at the institutional level by the CHEDROs before it is forwarded to the CHED Central Office.
3. In addition, MC No. 23 s. 2015 also sets the deadline of online submission of data to CHEDRO to be September 30 of every year. It was also reiterated that data submitted by SUCs after October 31st will not be considered in the Normative Funding application on said SUC's budget for 2017 and subsequent years.
4. Thus, a Normative Funding Task Force (NFTF) is hereby created to compose of the following, to wit:

Chairperson : Joyce A. Bodah - *Director, DPIM*
Vice-Chair : Jill B. Saquing (*for campus information/ data*)
Members : Jocelyn A. Guimpatan (*for Registrar and Academic Related Affairs*)
Femy C. Lomboy (*for Registrar and Academic Related affairs*)
Desiree A. Ballitoc (*for Extension & Training Services*)
Honeylette Baloc (*for Research & Development Services*)
Dominga Lunag (*for HRMO & Administrative Services*)
Doulet P. Peralta (*for Finance, Accounting & Budget*)
5. The NFTF is tasked to ensure that all data (university wide) are accounted, updated, and properly submitted on time following the guidelines and procedures set for by MC No. 23 2. 2015 and previous instructions on NF data collection and submission.
6. The NFTF is attached to the Department of Planning & Information Management (DPIM) but is directly under the supervision of the University President.
7. The Vice Presidents, Campus Directors and Directors for Administration and Finance (Chief Administrative Officers) are directed to support the NFTF in their data gathering and other activities in line with the performance of their task.
8. The Director of DPIM is instructed to oversee the proper recording, reporting and submission of updated data.
6. Previous issuances related to this are hereby rescinded.


SERAFIN L. NGOHAYON, PhD
University President

Cc: All ADCO Members, Department Chairpersons, Section Heads & Chairperson of University Working Committees