



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

OFFICE ORDER No. 2, s. 2015

Subject : Dropping from the Rolls of Mr. Bryan F. Sipin

Date : February 13, 2015

1. In line with the 5th goal of the University which is to pursue excellence in administration and governance is the adherence to the Civil Service Rules and Regulations on the management and discipline of employees in the University.
2. Based on the records of this University, Mr. Bryan F. Sipin was issued a return-to-work order last December 10, 2014 by his immediate supervisor after having been absent for three weeks. He later reported for work for three days but afterwards he again did not report. He had been absent continuously for 30 working days from December 29, 2014 up to February 13, 2015
3. Civil Service Memorandum Circular No. 40, s. 1998 on Revised Omnibus Rules on Appointments and Other Personnel Actions as amended by MC. No. 15, s. 1999 under Rule XII, Sec. 2, par. a thereof, states as follows:

" An officer or employee who is continuously absent without approved leave (AWOL) for at least thirty (30) WORKING days shall be separated from the service or dropped from the rolls without prior notice. He shall, however, be informed of his separation from the service not later than five (5) days from its effectivity which shall be sent to the address appearing on his 201 files OR TO HIS LAST KNOWN ADDRESS;"
4. In view of the afore-cited provision of the CSC Memorandum Circulars, **MR. BRYAN F. SIPIN is hereby dropped from the rolls of employees of the Ifugao State University effective February 16, 2015.**
5. For the information, commitment and guidance of all.

SERAFIN L. NGOHAYON, Ph.D.
University President