



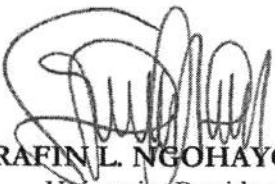
Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

OFFICE ORDER NO. 7 - 2015

Subject : **Offices and additional responsibilities under the Campus Director of IFSU Main Campus**

Date : **March 17, 2015**

1. In line with the 5th goal of the university which is to pursue excellence in administration and governance and in living up to the University's guiding principle empowerment and sharing of responsibilities, the Campus Director of IFSU Main Campus is hereby designated, authorized and empowered to:
 - 1.1. Oversee, supervise and support the following offices:
 - a. Deans of Colleges in IFSU Main Campus
 - b. Department of General Services (in the absence of a VP for Admin)
 - c. Security Services, IFSU Main Campus
 - d. University Clinic/ Infirmary (Medical & Dental Services)
 - d. Lodging and accommodation services, IFSU Main Campus
 - 1.2. Sit as (Chairperson/ Vice Chairperson/ Member) of the following committees:
 - a. Committee on Employees' Housing and Cottages, IFSU Main Campus -
Chairperson
 - b. Faculty and Staff Development Committee- **Member**
 - c. Faculty and Non-teaching Staff Promotion and Selection Board, IFSU Main Campus - **Member**
 - d. IFSU PRAISE Committee - **Member**
 - e. Other committees he is assigned by the University President
2. The Campus Director of IFSU Main Campus is also designated and empowered to act on all matters pertaining to the general operations of the campus. That all campus related issues, concerns and requests (i.e. personnel related) must be coursed to him and be acted by him.
3. The Campus Director must also be in-charge of the regular Flag Raising ceremony every Monday of the week to set a positive tone for the week. Specifically, he is to ensure that it is something being looked up to by every employee and student. He must use the occasion to announce good news (accomplishments of the campus) and challenges that the campus is to face in the ensuing days.
4. Previous issuance/s contrary to this issuance is hereby revoked.
5. For the commitment and information of all concerned.


SERAFIN L. NGOHAYON, PhD
University President

Cc: All ADCO Members; Chairperson, Vice Chairperson, & Members of the University Working Committees