



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

OFFICE ORDER NO. 9 - 2015

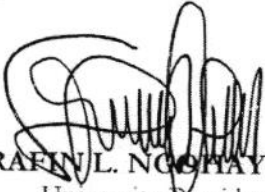
Subject : Revised IFSU organizational structure in compliance to National Budget Circular Numbers 404, s. 1989 & 548, s. 2013 as recommended by the Commission on Audit (COA) in their various Audit Observation Memoranda, Notice of Disallowance and 2013 Annual Audit Report

Date : May 11, 2015

1. The implementation of the Organizational Structure of the University as per IFSU Code was pointed out by the COA to be not compliant to the pertinent provisions of NBC Nos. 404 and 548. In fact, payments of representation allowance and travel allowance (RATA) to Campus Directors, College Deans and Department Directors were disallowed in audit (ND No. 2013-02). While the disallowance is on appeal, there is a need to adjust the organizational structure as per COA's recommendations to conform to policy issuances and avoid future problems.
2. During the Administrative Council (ADCO) meeting on April 8, 2015, the following revision on the IFSU Organizational Structure to conform to NBC Numbers 404 (1989) and NBC 548 (2013) were agreed and approved for implementation effective 1st Semester of SY 2015-2016 and beyond upon confirmation by the Board of Regents, to wit:
 - 2.1. There shall be Campus Directors for IFSU Main Campus, IFSU Lagawe Campus and IFSU Potia Campus having substantially complied with the requirements stipulated in NBC 404 as shown in Appendix A. They are entitled to RATA equivalent to that of Assistant Bureau Director and its equivalent ranks as per NBC 548.
 - 2.2. The Tinoc, Aguineldo and Hungduan Campuses shall be considered Administrative Departments/Units under Sec. 4.5.3 of NBC 404 to be headed by a Director with a minimum of 7 personnel (faculty & staff) occupying regular items in the PSI as shown in Appendix A. They are entitled to RATA equivalent to that of Chief of Division or equivalent ranks as per NBC 548.
 - 2.3. A College of Advance Education (CAE) is established in IFSU Main to oversee the operation of all Graduate/Advance Education programs and lead Major Final Output No. 4 of IFSU which is Advance Education Services. See programs in Sec. 2.3. of Appendix A. The Dean is entitled to RATA equivalent to that of Assistant Bureau Director and its equivalent.
 - 2.4. The Colleges are reorganized and renamed, as shown in 2.3 of Appendix A, to meet the required minimum of 4 degree programs. College Deans are entitled to RATA equivalent to that of Chief of Division or equivalent ranks.
 - 2.5. Other Administrative/Service Departments are also re-structured, as shown in Sec. 2.4 of Appendix A, to meet the minimum number of 7 personnel in the regular PSI for greater efficiency. They are entitled to RATA equivalent to that of the Chief of Division.
3. Offices that perfectly met the requirements stipulated in NBC 404 and 548 are retained such as the Vice Presidents for a) Academic Affairs, b) Administration and Finance and c) Research, Development, Extension and Training and the Directors for a) Research, b) Extension, c)

Administrative, d) Finance and e) Auxiliary/ IGP Services. Vice Presidents are entitled to RA-TA equivalent to that of Asst. Bureau Director while Directors are that of Chief of Division.

4. Designations, authority, functions and responsibilities are to be aligned to the afforested revisions.
5. The new Organizational Structure integrating all the revisions and changes is shown in Appendix B.
6. Previous issuance/s contrary to this issuance is hereby revoked.
7. For the commitment and information of all concerned.


SERAFIN L. NOYAYON, PhD
University President

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

Appendix A. Proposed Rationalization of the Organizational Structure (per NBC 404)

2.1. Campus Directors, qualification requirement and compliance

Qualifications/ NBC 404 & 548	Main	Potia	Lagawe
A. Student population (at least 1,000 as of SY 2013-2014)	3504 (Complied)	1684 (Complied)	1064 (Complied)
B. Complete Administrative Staff:	(Complied)	(Complied)	(Complied)
1. Budget Officer	D. Ballitoc	M. Bayona	D. Ponchao
2. Accountant/ Bookkeeper	E. Boligon	H. Festiken	J. Binwag
3. Supply Officer/ custodian	A Gumangan	S. Gamiboc	A. Dumanop
4. Cashier/ Disbursing Officer	M Lunag	R. Valdez	M. Cacliong
5. Others:			
>HRMO & equivalent	D. Luna	S. Domingo	R. Chang-a
>Admin. Officer	J. Canato	J. Jacinto	D. Lunag
>General Services	J. Binwag	R.Dasalla	(under AO)
>Security Services	N. Ballitoc	M. Ogano	S. Bedey
>Records Officer	S. Codamon	I. Guyon	F. Anabon
>MIS	J. Saquing	L. Ildfonso	F. Hogyawon
>Registrar	A. Binwag	K. Ancheta	J. Domogdog

2.2. Campuses as Administrative Departments, qualification and compliance

Qualifications/ NBC 404 & 548	IFSU Tinoc	IFSU Aguineldo	IFSU Hungduan
A. Administrative & Financial Services Unit of a SUC provided the unit has at least 7 personnel occupying regular items in the PSI	13 (Complied)	10 (Complied)	9 (Complied)
1. Director	J. Daniels	J. Ngohayon	V. Kalaw
2. Accountant/ Bookkeeper	E. Boligon*	D.Dangayo*	G. Sonico*
3. Supply Officer/ custodian	A Gumangan*	D. Ngipol	J. Dulnuan
4. Cashier/ Disbursing Officer	M Lunag*	R. Co*	G. Dumyaas*
5. Admin Officer			
>Admin. Officer/HR	E. Dioso*	J. Maingit	F.Pugong*
>General Services/ Security	R. Pacsilo	R. Changiwan	R. Uduna
>Registrar	J. Amlo	M. Buligon*	F.Lomboy*
> Nurse/ Admin Staff	A. Lagare	D. Maingyap	J. Bubulo*
6. Faculty Members Note: * posted in IFSU Main ** sharing with IFSU Potia Campus *** Sharing with IFSU Lagawe	1. J. Cutiyog 2. A. Gaspili 3. L. Guinsiman 4. D. Bando 5. Y. Lumidao	1. D. Ngipol 2. R. Tejada 3. R. Dasalla** 4. One new faculty to be hired	1. J. Dulnuan 2. J. Cabute 3. M. Nakake*** 4. one new faculty to be hired

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2.3. Colleges (under a Dean) and Academic Departments (under a Department Chairperson)

Qualifications/ NBC 404 & 548			
At least 4 degree programs (higher education)	Degree Programs	Diploma Programs	No. of Academic Departments
IFSU Main Campus (4 Colleges) 1. College of Advance Education (CAE)	✓ 8 programs • Ph.D. - EM • Ph.D. - Mgt • MAN • MA-MLS • MAED • MAT • MPA • MSCJ (Complied)		✓ 2 (Chairpersons) 1. For PhD-EM, MAED, and MAT Programs 2. For PhD-Mgt, MPA, MSCJ and MAN
2. College of Education and Arts (CEA)	✓ 4 programs • BSE • BEE • BS Psycho • AB Pol.Sci (Complied)		✓ 2 (Chairpersons) 1. For Education (BSE & BEE) 2. For Arts (BS Psych & AB Poli-Sci)
3. College of Criminology, Computing, and Health Sciences (CCCHS)	✓ 4 programs • BS Crim • BSIT • BSMath • BS Nursing (Complied)	✓ 3 Diploma • ACT • Midwifery • Caregiving • Security Services	✓ 3 (Chairpersons) 1. For Criminology (BSCrim & Sec. Services) 2. For Information Technology (BSIT & ACT) 3. For Health Sciences (BSN, Midwifery, caregiving & BS Math)
4. College of Tourism, Home Science & Agriculture (CTHSA)	✓ 4 programs • BS Tourism • BSA • BAT • BSHT (Complied)	✓ 1 Diploma • DAT	✓ 2 (Chairpersons) 1. For Tourism & Home Science (BST & BSHT) 2. For Agriculture (DAT-BAT/ BSA)
IFSU Potia Campus (3 Colleges) 5. College of Agriculture and Forestry (CAF)	✓ 4 programs • MS-CS • MS-AS • BSA • BSF (Complied)	✓ Diploma programs as PTIA	✓ 2 (Chairpersons) 1. For MS-CS & AS 2. For BSA & BSF

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6. College of Industry, Technology & Arts (CITA)	<ul style="list-style-type: none"> ✓ 5 programs • BSHRM • BS Entrep • BSIT • BS Com Eng • BS Crim <p>(Complied)</p>	<ul style="list-style-type: none"> ✓ 2 Diploma • Seafarer Rating Course • ACT 	<ul style="list-style-type: none"> ✓ 2 (Chairpersons) 1. For HRM, Seafarer, Entrep & BSC 2. For BSIT, BS Com Eng and ACT
7. College of Education, Administration and Health (CEAH)	<ul style="list-style-type: none"> ✓ 5 programs • MAED • MAT • MPA • BSE • BEE <p>(Complied)</p>	<ul style="list-style-type: none"> ✓ 2 Diploma • Midwifery • Caregiving 	<ul style="list-style-type: none"> ✓ 3 (Chairpersons) 1. For Graduate Education (MAED, MAT & MPA) 2. For Education (BSE & BEE) 3. For Midwifery & Caregiving
IFSU Lagawe Campus (2 Colleges) 8. College of Business & Management (CBM)	<ul style="list-style-type: none"> ✓ 5 programs • MBA • BSBA • BS Acct • BSHRM • BS Tourism <p>(Complied)</p>		<ul style="list-style-type: none"> ✓ 2 (Chairpersons) 1. For Business & Mgt 2. For BSHRM & Tourism
9. College of Engineering, Industrial Technology and Education (CEITE)	<ul style="list-style-type: none"> ✓ 5 programs • BS Ind. Tech • BSCE • BS Com Eng • BSE • BEE • BTTE <p>(Complied)</p>	<ul style="list-style-type: none"> ✓ 2 Diploma • Comp. Tech • Dip in TE 	<ul style="list-style-type: none"> ✓ 2 (Chairpersons) 1. For Engineering & Industrial Technology 2. For Education (BSE/ BEE/ BTTE/ DipTE)
10. Tinoc, Aginaldo & Hungduan Campuses			<ul style="list-style-type: none"> ✓ 1 (Chairperson) 1. For all programs

2.4. Administrative/ Service Departments (under Directors). Qualification requirement & compliance

Offices	Requirement/ NBC 404 & 548	Status of compliance
A. Division of Academic Affairs headed by a VPAA		

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A.1. Dept. of Student Affairs & Services (DSAS)	At least 4,000 college students	compliant. IFSU has more than 7,000 students
A.2. Dept of Registrar Services (DRS)	.. at least 7 regular personnel in PSI	compliant with more than 7 personnel. IFSU Main = 4, IFSU Lagawe = 2; IFSU Potia = 4, IFSU Tinoc 1 Total 9
A.3. Dept of NSTP	.. at least 7 regular personnel in PSI	compliant with more than 7 personnel. IFSU main = 1 staff (P. Pah-e), 6 teachers & coordinators + 5 NSTP Coordinators (1 each for Potia, Lagawe, Tinoc, Aguineldo & Hapao Campuses). Total = 12
A.4. Dept of Library Services (DLS)	.. at least 7 regular personnel in PSI	compliant with more than 7 personnel. IFSU main = 4 staff, IFSU Lagawe = 1, IFSU Potia = 1, IFSU Tinoc = 1, IFSU Aguineldo = 1, IFSU Hapao = 1. Total = 9
A.5. Dept of PE & Sports (DPES)	.. at least 7 regular personnel in PSI	compliant with more than 7 personnel. IFSU main = 3 teachers & 3 college coordinators + 5 PE & Sports Coordinators (1 each for Potia, Lagawe, Tinoc, Aguineldo & Hapao). Total = 11
A.6. Dept. of Quality Assurance (DQA)	.. at least 7 regular personnel in PSI	compliant with more than 7 personnel. IFSU main = 1 = 9 QA Coordinators (1 per college) for accreditation purposes
B. Division of Administration and Finance headed by a VP Admin		
B.1. Dept. of Administrative Services (DAS)	.. at least 7 regular personnel in PSI	compliant with more than 7 personnel. IFSU main = 12 (Admin = 2, HR = 4, Supply = 2, Records = 1, Infirmary = 2, Security = 1) + Admin Officers in campuses
B.2. Dept. of Finance Services	.. at least 7 regular personnel in PSI	compliant with more than 7 personnel. IFSU main = 13 staff (acctg = 6, budget = 3, cash = 3) + finance officers of campuses
C. Division of Research Development, Extension and Training headed by a VP for RDET		
C.1. Dept of Research & Development (DRD)	.. research function reflected in the GAA & allotted with at least PhP 500,000.00	compliant with IFSU R&D allotment of more than PhP 5M in 2015
C.2. Dept. of Extension & Training	.. authorized extension function in the GAA & allotted with at least PhP 500,000.00 funds	compliant with IFSU E&T allotment of more than PhP 2M in 2015.

D. Administrative/ Service Departments directly under the University President		
D.1. Dept. of Income Generating Projects (DIGP)	.. presence of auxiliary services with at least 60,000 annual income and at least 7 regular personnel in PSI	compliant. IFSU has more than 1M net income in CY 2014 and with more than 7 personnel. IFSU main = 12 (staff = 2, university wide IGP project managers = 10) + campus IGP coordinators
D.2. Dept. of Planning and Information Management (PIM)	.. at least 7 regular personnel in PSI	compliant with more than 7 personnel. IFSU main = 4 staff (J. Saquing, J. Gawongna, M. Pinkihan, A. Gano) + 5 planning coordinators & MIS officers (1 per campus).
D.3. Dept. of Infrastructure & Site Development (DISD)	.. at least 7 regular personnel in PSI	compliant with 7 regular personnel. IFSU main = 4 (Arch. Gallon, Engr. Bunoan, B. Palaleo, P. Dipao-o), IFSU Lagawe = 2 (Engr. Habiling and Engr. Ballitoc), IFSU Potia = 1 (Engr. Dasalla) + 5 BAC Members, 2 BAC Secretariat and 3 members of inspection committee.
D.4. Dept. of General Services and Physical Plant & Facilities (DGSPPF)	.. at least 7 regular personnel in PSI	compliant with more than 7 regular personnel in IFSU main (A. Attolba, J. Pablo, E. Millano, S. Juguiad, P. Dipia-o, J. Bahni, K. Magatolmi, R. Monayao & other drivers & utility personnel)
D.5. Zonal Centre/ Dept for NBC 461 for CAR-SUCs	.. at least 7 regular personnel in PSI	compliant with more than 7 regular personnel in IFSU main (2 staff + 3 TWGs for CCE & QCE reviewers + 5 University NBC Committee)
D.6. Dept. of Socio-cultural Affairs and Museology	.. at least 7 regular personnel in PSI	compliant with 7 regular personnel. IFSU main = Staff (I. Bayudoc) + 6 socio-cultural coordinators (one per campus).
D.7. CARASUC Executive Office & Secretariat (headed by an Executive Director)	.. at least 7 regular personnel in PSI	compliant with more than 7 regular personnel (1 staff + 6 TWG members, one each per SUC in CAR)

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Nothing follows