



Republic of the Philippines
IFUGAO STATE UNIVERSITY

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MEMORANDUM No. 1 - 2013

TO : **DR. JULIET DANIELS**
Director, Finance Department

MRS. ELYN BOLIGON
Chief, Accounting Section / University Accountant

MRS. MARY LUNAG
Chief, Cash Section
This University

FROM : 
SERAFIN L. NGOHAYON, Ph.D.
President

SUBJECT : **Implementation of the payback condition in the lapsed study contracts of IFSU employees**

DATE : January 3, 2013

1. In line with the university's pursuit of excellence in instruction services (1stDev't Goal), the university encouraged, sent and supported faculty and staff in their pursuit of higher education. As a result, various employees executed study contracts with the university that stipulated, among others, the kind of support that the university extends to them and their corresponding responsibility to the university;
2. In conjunction with President P-Noy's high standard of accountability required of public servants and in relation to the university's pursuit of excellence in administration and governance (5thDev't Goal), you are hereby instructed to commence with the collection, i.e. through payroll deduction, of the payments of the following employees who failed to deliver their commitments as per study contracts after its expiration, even after the grace period of three (3) years and after repeated reminders, to wit:
 - a. Caro, Stradivarry
 - b. Guay, Julie
 - c. Ognayon, Generose
3. In consonance with our principle that "punishments imposed are not meant to put our people down but as measures and ways to remind them of and correct their shortcomings", please be mindful of future order to commute their repayments should they be able to complete the degrees stipulated in their study contracts;
4. Collections shall be deposited in appropriate accounts subject to proper accounting and auditing regulations.

Copy furnished: VP for Academic Affairs, Director/ Chief Administrative Office, HRMO, Records, File