



**MEMORANDUM No. 11 - 2013**

TO : **ALL FACULTY MEMBERS CONCERNED**

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

SUBJECT : **Creation of IFSU Faculty Manual Task Force**

DATE : February 11, 2013

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1. By virtue of the authority vested in me by RA 9720 an IFSU Faculty Manual Task Force is hereby created with the following compositions, duties and functions:

A) Composition- It shall be composed of the following IFSU Faculty:  
Over-All Chairman EDWARD K. BALIWANG (FFA-President)

**CHAPTER I (The Faculty)**

Committee Chairman: FERNANDO G. HERNANDO (Vice President)  
Members: LOINAZ D. DULAWAN (Business Manager)  
ANDREW KIMAYONG (Potia Campus)  
JANALIZA BANTIYAN (Lagawe Campus)  
JUNIA PUGONG (Tinoc Campus)

**CHAPTER II (Academic Processes)**

Committee Chairman: FANIE G. PINKIHAN (Auditor)  
Member: ANDRES KIAKI (Main Campus)  
VALENTINA I. BUMINAANG (Potia campus)  
LETICIA D. GUINSIMAN (Tinoc Campus)

**Chapter III and IV (Benefits, Incentive, Privilege and Awards)**

Committee Chairman: DEO G. INDUNAN (Treasurer)  
Member: FREDIE B. CADAY (Main Campus)  
MARCELINO LUNAG (Lagawe Campus)  
JOHNNY DULNUAN (Potia campus)  
JUNIA PUGONG (Tinoc Campus)

**Chapter IV- (Administrative Procedures in the Academe)**

Committee Chairman: VICENTE L. KALAW (PIO)  
Member: PRIMO G. WHIGAN (Business Manager)  
DIZON TAYABAN (Lagawe Campus)  
ROMEL SUMEG-ANG (Main Campus)  
LETICIA GUINSAMAN (Tinoc Campus)  
Secretary: RHODA S. BUNOAN (FFA Secretary)

B) Duties and Functions- It shall perform the following duties and functions:

- a. Conduct consultative meeting with all concerned.
- b. Draw up inclusions and revisions in the faculty manual of the IFSU code and inform the top management for a general assembly for deliberation and approval.
- c. Keep all faculties informed of the activities of the Faculty Federation Association relative to this endeavor.
- d. Keep and maintain records relative to faculty manual.
- e. Ensure that all faculty of the university be benefited in any inclusions and revisions in the faculty manual.

2. It shall continue to update policies, rules or guidelines of the faculty manuals.

3. The Faculty Manual Task Force shall be under the supervision of the University President.

4. For your information and commitment.