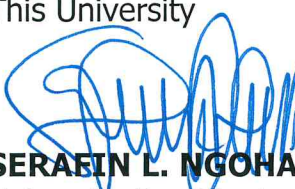




Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

MEMORANDUM No. 12b, s. 2014

TO : **WARREN D. TAYABAN**
JULIAN B. NANGPUHAN II
This University

FROM : 
SERAFIN L. NGOHAYON, PhD
University President

SUBJECT : Attendance in the 7th Mini-MBA for Executive Assistants,
Secretaries, and Admin Professionals

Date : March 4, 2014

1. In line with our University's quest for excellence in administration and governance, you are hereby instructed to attend the 7th Mini-MBA for Executive Assistants, Secretaries, and Admin Professionals to be held on March 27-28, 2014 at Astoria Plaza, Escriva Drive, Ortigas Center, Pasig City, Philippines.
2. As new appointees/designees in your positions, said training-workshop is extremely necessary for the enhancement of your performance as Executive Assistant and Acting Board Secretary, respectively.
3. For your urgent compliance and commitment.