



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

MEMORANDUM No. 13 - 2013

TO: ALL OFFICIALS CONCERNED
This University

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

SUBJECT: SUBMISSION OF COMPLETED STAFF-WORK PROPOSALS

DATE: February 14, 2013

Relative to the upcoming Board of Regents' Meeting on March 12, 2013 to be hosted by IFSU, you are hereby instructed to finalize your approved proposals presented last ADCO Meeting (February 11, 2013) for early preparation of the agenda folder. It is understood that the finalized proposals will be a product of completed staff-work. Deadline for submission will be on February 25, 2013. Failure to comply with the set deadline will result to non-inclusion of the proposal for Board Action.

PROPONENT	PROPOSAL TITLE
^{Ph.D.} JULIET C. DANIELS, CPA, DBA	Proposed Utilization of Unexpended Balance as of December 31, 2012
TELESFORO T. PUGONG, Jr. Vice President for Planning and Resource Generation	Proposed Addendum to the SPMS Policy
ROMMEL S. SUMEG-ANG, Ph.D. Chairperson, PRAISE Committee and University Gender and Development (GAD)	Proposed Enhanced IFSU Praise Guidelines and Criteria Proposed IFSU Employees Educational Tour
Atty. CANDICE G. BUYUCAN Chief Administrative Officer	Proposed Guidelines and Regulations on the Ifugao State University Staff Cottages

For your commitment and immediate compliance