




Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**  
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**MEMORANDUM No. 2 - 2013**

TO : **DR. JUDITO LATAP**  
Director, IGP  
This University

FROM :   
**SERAFIN LINGOHAYON, Ph.D.**  
University President

SUBJECT : **Additional teaching load assignment**

DATE : January 7, 2013

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1. Due to the retirement of Mrs. Lolita Gullon in the Department of Agriculture and Forestry, there is a need to assign the teaching loads assigned to her to other teacher/s. Unfortunately, funds are not readily available for the hiring of replacement teachers.
2. For the best interest of the University, in the exigency of the service and considering that the "welfare of students is our highest priority", you are hereby assigned to teach all the subjects left by Mrs. Lolita Gullon.
3. Your current designation as Director for Income Generating Project (IGP) is hereby rescinded/ revoked to give you more time and focus on your teaching assignment.
4. Before leaving the IGP Office, you are requested to submit a year end report as IGP Director to the Vice President for Planning and Resource Generation (PRG) Mr. Telesforo T. Pugong, Jr. and transfer records and responsibilities to Mr. Lesley Dimog.
5. We thank you for your services to the Income Generating Project Office and for addressing this urgent need.

Copy furnished: VP for Planning and Resource Generation, VP for Academic Affairs, Director/  
Chief Administrative Office, HRMO, Campus Director, Department Chairperson, Records File