



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

MEMORANDUM ORDER NO. 20, s. 2014

TO : DR. ROBERT F. GALINDEZ
President
St. Roberts Training and Management Center
R.L. Cooper Bldg. Iznart St., Iloilo City


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

SUBJECT : Requirements for Graduation

DATE : April 7, 2014

For the previous terms we were able to uphold our partnership in shaping, transforming and advancing education in Iloilo, Bacolod, and Thailand. In order for us to maintain the credibility of our academic cooperation, our office is writing you on the following important requirements and procedures for appropriate action before graduation:

1. Grades

The registrar reviewed the grades of the students and there are still graduating students who have incomplete grades.

It is required that the students **MUST** pass in all their subjects before graduation.

2. Hardbound Thesis / Dissertation Manuscript

From the evaluation done by Ms. Cherry Ann B. Ngilin as of April 7, 2014 these are the results:

2.1 Iloilo

19 students have edited manuscripts

No Graduating student submitted any hardbound copy.

2.2 Bacolod

35 students have edited manuscripts

11 students submitted hard bound copies

2.3 Thailand. No hardbound copies was submitted

Our office would like to reiterate that hardbound copies are required before graduation.

3. Graduation Date and Venue for Iloilo and Bacolod graduation rites

The suggested graduation date is on May 21, 2014 at the Banaue Hotel. After the graduation will be a tour by all graduates at IFSU, Main Campus. The programs will be prepared by IFSU.

4. Graduating students in Thailand.

The list of DipTed and MAT graduating students for Thailand must be submitted the soonest possible time. Their grades and manuscripts (hardbound) must likewise be submitted to IFSU before graduation.

Only students who will comply with the requirements will be allowed to graduate. We have learned from our past experiences where students were allowed to join the graduation ceremony after they graduated and signed the waiver form but until now they were not able to submit all requirements (hardbound copies). This action is very important in preserving the dignity of our program and for us to attract more students who believe in our programs. The requirements also apply to our students in Bangkok.

If you have queries and need our prompt response, we are always willing to attend to it. You can also contact the Vice President for Academic Affairs for more information and clarifications.

For your commitment and compliance.