




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

**MEMORANDUM NO. 24 s. 2014**

TO : **MR. NOEL BALLITOC**  
Chief Security Officer  
This University

FROM :   
**DR. SERAFIN U. NGOHAYON**  
University President

SUBJECT : ***Reply to Letter of Complaint***

DATE : May 12, 2014

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This office received an official letter of complaint against you executed by four students and endorsed by the Director of Student Services and Development, Mrs. Sandra C. Marquez. Relative hereto, you are given 72 hours from the receipt of this memorandum to reply and file your answer regarding the said complaint to this office.

Please be guided accordingly.

Attachment: Letter of Complaint