

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



MEMORANDUM NO. 24, s. 2013

TO : All ADCO Members
**(VICE PRESIDENTS/CAMPUS EXECUTIVE DIRECTORS,
DEANS, DIRECTORS)**
This University

FROM : 
DR. SERAFIN I. NGOHAYON
University President

SUBJECT : Special Administrative Council Meeting

DATE : July 29, 2013

1. In view of the duly constituted Administrative Council which took effect on July 2, 2013, a special Administrative Council meeting is called on August 5, 2013 at the Japan and Foreign Language Center starting at 9:00 O'clock in the morning. This is intended to give everyone the opportunity to review existing plans and targets of the unit she/he is task to head and prepare an action plan to be carried out for the duration of the designation period.
2. Along this endeavor, you are hereby advised to prepare and present your unit action plans for evaluation and comments. Presentation should be through multi-media with hard copy to be given to the secretary. Soft copy should also be given to the secretary on or before August 1, 2013 to give time for its arrangement. For the uniformity of the presentations, please make use of the simplified format presented hereunder.

A. Approved

Program/Project/Activity	Strategies	Expected Output
1.		
2.		

B. Changes/New Directions

Program/Project/Activity	Strategies	Expected Output
1.		
2.		

3. For your compliance and commitment.