

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

**MEMORANDUM No. 25, s. 2013**

**TO :** THE UNIVERSITY/ CAMPUS REGISTRARS AND PERSONNEL  
This University

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

**SUBJECT :** Proper recording of enrollment data per curricular program

**DATE :** August 4, 2013

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1. It is a must that students enrolled in every curricular program approved by the Board of Regents and being offered by the University must be properly listed in said curricular program with their academic and scholastic achievements kept accordingly;
2. The above policy transcend/ go beyond data recording procedure/ process prescribed by assessment instruments such as the Normative Financing Scheme of allocating annual SUC budgets based on their performance;
3. To avoid the greater mistake of not properly recording students enrolled in a particular curricular program approved by the Board of Regents and implemented by the University along with their academic records and compliance to requirements for graduation in their degrees/ diplomas, all registrars and registrar personnel in the university/ campuses are hereby instructed to undertake the following:
  - a. Record all students enrolled in every curricular program (degree, non-degree, diploma and certificates) approved by the Board of Regents and is being offered/ implemented by the University. Example are the Certificate in Caregiver, the Diploma in Midwifery and BS Nursing Courses where there are separate curricula approved by the Board of Regents. Thus, students enrolled in these programs must be listed and documented separately even if it means listing 1 single student twice or thrice as the case maybe provided they are, at one single time, enrolled in the Certificate of Caregiver, Diploma in Midwifery and BS in Nursing;
  - b. For degree programs with curricula explicitly stating that it is ladderized where students are given several windows of opportunity to gain employment during the course of their studies, students enrolled in said degree programs must be listed as enrollees in the curricular program approved by the Board of Regents. Example is the Ladderized Bachelor of Science in Criminology where the approved curriculum explicitly states that "all students who successfully finish their 1<sup>st</sup> and 2<sup>nd</sup> year curricular requirements will be given Certificate in Security Services Administration", a recognition of their competence that can land them into a particular job;
  - c. In situations where the curricular program has been revised or revised several times, students must be listed as enrolled and follow the curriculum currently being implemented when he enrolled for the first time. BS Criminology approved in 2004, revised in 2008 and 2010 and further harmonized/ revised in SY 2013-2014.
4. The above recording is necessary for the University/ Campus Registrar offices to have records as a basis in certifying the veracity and authenticity of the program enrolled and successfully finished by a student/ graduate. Without such proper recording, the registrar will have no basis in certifying, upon request by prospective employers, that a certain individual indeed graduated from IFSU in a certain degree, diploma or certificate program.
5. For the commitment, compliance and guidance of all concerned.