


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

MEMORANDUM No. 26, s. 2013

TO : ALL UNIVERSITY OFFICIALS/ HEADS OF OFFICES
This University

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

SUBJECT : Release of Vital Information/ Documents to any Requesting Party

DATE : August 4, 2013

1. It has come to the attention of this office that there are vital information and documents released to individuals or other agencies without formal or written requests;
2. To ensure that the information being released are really those needed by the requesting party and to avoid unwittingly sharing vital information that might be used against the university's interest, all university officials/ heads of offices are hereby enjoined to see to it that the following standard operating procedure are followed before releasing any vital information or documents, to wit:
 - a. Written/ formal request from the individuals or agencies addressed to the University President or the University Official In Charge of the office from where the information needed is located/ entrusted;
 - b. The University President or the University Official whom the written request was addressed must decide on the merit of the request considering the rationale and purpose for which the documents requested are to be used;
 - c. Only when the formal request is approved will any information/ document requested will be released;
 - d. Heads of offices may elevate the any request to the office of the President if, in their sound judgment, they are not in the position nor capable to give appropriate action on it.
3. The formal request and the information/ document released must be filed properly for easy reference and retrieval when needed.
4. For the commitment, compliance and guidance of all concerned.