



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

MEMORANDUM No. 36, s. 2014

TO : **ALL EMPLOYEES OCCUPYING IFSU COTTAGES AND/OR
PRIVATELY CONSTRUCTED COTTAGES WITHIN IFSU LOT**

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

SUBJECT : ***Renewal of Application for Occupancy and the Requirement for
Retirement/ Separation from the Service***

DATE : June 26, 2014

1. All employees who are occupying or staying in IFSU cottages or privately constructed cottages within IFSU lot who have not yet renewed their application for housing or occupancy for this year shall renew their application at the Chief Administrative Office.
2. Also, as per Policy-Guidelines No. 33-2013, clearances for retirement or separation from the service shall be signed by the University President, the Chairman of the Committee on Housing and the Chief Administrative Officer only after having vacated the said cottages. Any payments due to the employee from the University like terminal pay shall be withheld by the University until there is full/100% compliance with the said requirement.
3. For your information and strict compliance.

CC: Employees occupying IFSU Cottages or in privately constructed cottages in IFSU lot (see attached list), Records Office