




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



MEMORANDUM NO. 39, s. 2014

TO : **ATTY. CANDICE G. BUYUCAN**, Chief Administrative Officer *8/60 6/30/14*
ALL PERSONNEL IN THE HUMAN RESOURCE MGT OFFICE *6/30/14*
MR. NOEL C. BALLITOC, Security Officer
This University

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

SUBJECT : ***List of selected Security Guards for IFSU Main Campus for the 3^d Quarter of 2014***

DATE : June 27, 2014

1. For July-September 2014, a total of 15 regular plus 2 reliever security guards will be hired on job contract/ order status to beef up the existing university security personnel;
2. In consideration of the performance of applicants as evaluated by superiors and the rating released by the Non-Teaching Staff Personnel Selection Board, the following applicants were chosen to serve of security guards of the university. The order of priority/ rank and affectivity of their appointments are follows:

2.1.	Dinay-og, Jacinto	re-application	Appointment July 1 – Sept 30, 2014
2.2.	Guinuyod, Victory	re-application	Appointment July 2 – Sept 30, 2014
2.3.	Licyayo, Ryan	re-application	-do-
2.4.	Manaol, Chrisloyd	re-application	-do-
2.5.	Basilan, Leonardo	re-application	-do-
2.6.	Maguiwe, Nestor	re-application	-do-
2.7.	Binalay, Demosthenes	new applicant	Appointment July 1 - Sept 30, 2014
2.8.	Bueno, Rodel	re-application	Appointment July 2 – Sept 30, 2014
2.9.	Dominong, Marvin	re-application	-do-
2.10.	Tapay, Abbol	re-application	Appointment July 1 - Sept 30, 2014
2.11.	Wigan, Michael	re-application	Appointment July 2 – Sept 30, 2014
2.12.	Dacwawan, George	re-application	Appointment July 2 – Sept 30, 2014
2.13.	Gayana, Amelito	re-application	Appointment July 1 - Sept 30, 2014
2.14.	Duladol, Sizon	new applicant	Appointment July 1 - Sept 30, 2014
2.15.	Cabbigat, Jomar	new applicant	Appointment July 1 - Sept 30, 2014
2.16.	Guinaat, Matthew	re-application	Appointment July 1 – Sept 30, 2014
3. While the above applicants are selected, they must only report and be issued appointment if they comply with the undersigned's memorandum order that only those who are not/ stopped chewing momma, not/ stopped smoking, with proper hygiene and with complete uniform are to be appointed as Security Guards of the university.
4. The Security Officer, Mr. Noel Ballitoc, is tasked to ascertain compliance to item number 3 above and vouch/ submit the final names to the HRMO for the preparation of appointments.
5. The Security Officer is responsible in assigning who among the appointed security guards will perform **regular and reliever status**. He is also responsible in preparing duty schedules ensuring that in no case shall a security guard perform straight duty for more than 10 hours.

6. The Security Officer must prepare a standard inspection rating form and use them in rating/ recording security guard's performance or violations during regular and on-the spot inspection/ supervision. This will be tallied and use in future evaluation/ assessment.
7. Mr. Octaviano Pigoh's valid appointment shall continue to be enforced.
8. The Security Officer and the Accounting Office must ensure that only the amount allotted for 15 regular security guards will be spent for the quarter (9,000/ month X 15 = total salary per month X 3 months).
9. For your commitment and compliance.

Copy furnished: - Vice Presidents, Records, File