Receiving Copy

Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao
ifsu2009@yahoo.com Tel/Fax: 0783051351

MEMORANDUM No. 4 - 2013

TO :

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Officials of this University

MR. ANDRES GARCIA

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

SUBJECT : ***2014 Budget Preparation***

DATE : January 15, 2013

In view of the preparation of Budget for Fiscal Year 2014, please be informed that we will be having a meeting set on January 17, 2013 at the Japan Center for Foreign Studies at exactly 9:00 o'clock in the morning.

It is hope that you will give preferable attention to this matter.

For your information and compliance.