


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

**MEMORANDUM No. 41, s. 2013**

TO : **ALL Vice Presidents, Campus Directors, Deans, Directors  
All Employees**  
This University

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

SUBJECT : **Celebration of Christmas Programs**

DATE : December 5, 2013

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1. In solidarity with the victims of the series of national disasters that struck the country, there is a need to tone down and simplify the way we celebrate this year's Christmas festivities.
2. As such, the following must be followed:
  - a. There will only be one day Christmas program for IFSU employees and other stakeholders. This will be done on December 18, 2013 at IFSU Potia Campus. IFSU Potia Campus, as generous host will prepare a simple lunch for all. Suggested parts of the program are as follows:

8:30 AM	- Arrival and Registration
9:00AM	- Christmas and Thanksgiving Mass (Monetary donations are requested for typhoon victims)
10:30AM	- Parlor Games and Christmas message of the University President
12:00PM	- IFSU Family Lunch
1-2:30PM	- Visit to IFSU Potia Campus Projects
3:00PM	- Depart for Home
  - b. Campus Directors are enjoined to facilitate the attendance of employees in their campus by hiring bus/es for the purpose. The HRMO in coordination with IFSU Potia Campus and the Employees Union shall manage the parts of the program. **Attendance is a must.**
  - c. There shall only be one day Christmas program for IFSU students. This will be done on December 19, 2013 where there will be college/department program in the morning. And, if decided, individual class program in the afternoon. The activities shall be primarily managed by students in cooperation with the college officials/faculty members.
3. For your information and guidance.