




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

MEMORANDUM NO. 43 s. 2013

TO : PAIS Employees  
Registrar Employees  
Finance Section Employees  
Library Employees  
Guidance and Counselling Office Employees  
DSSD  
Clinic  
All Front line Offices Employees  
This University

FROM :  **SERAFIN L. NGOHAYON, PhD.**  
University President

SUBJECT : OBSERVANCE OF THE "NO NOON BREAK" POLICY

DATE : December 5, 2013

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As mandated in Republic Act No. 9485 otherwise known as the "Anti Red Tape Act" and its Implementing Rules and Regulations as adopted by the Civil Service Commission in its Resolution No. 081471, all frontline offices shall observe the "No Noon Break" Policy. The following are the frontline offices of the University:

1. Public Assistance and Information Services
2. Registrar
3. Finance Section (Accounting and Cashier's Office)
4. University Library
5. Guidance and Counselling Office
6. Department of Student Services Development (DSSD)
7. School Clinic

For this reason, all employees in the said offices must strictly comply with the "No Noon Break" by attending to clients who are within the premises of their respective office prior to the end of official working hours and during lunch break. Any violation thereof is penalized under Republic Act No. 9485.

For the strict compliance of all concerned.