



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



**MEMORANDUM NO. 44, s. 2014**

**To : ENGR. JOSE BINWAG AND STAFF**  
*General Services Department*

  
**From : SERAFIN L. NGOMAYON, Ph.D.**  
*University President*

**Subject : Additional Area of Responsibility**

**Date : July 10, 2014**

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1. In the absence of a Campus Director and as Director for General Services, you are to do the following additional responsibilities:
    - a. Monitoring and maintenance of the cleanliness of the IFSU ground, buildings and IFSU surroundings;
    - b. Maintenance, repairs and continuation of fences; and
    - c. Inspection and maintenance of the usefulness and functionality of facilities to include needed repair and monitoring.
  2. All utility and farm workers are to report directly to you. Previous issuance reassigning utility personnel to other offices is hereby revoked.
  3. You are to do plan for the proper utilization of your personnel and do coordinative actions to concerned offices/units for the full and lighter implementation of your additional responsibilities geared towards best performance and output.
  4. For your information and commitment.

*Copy furnished: Records, File*