



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

MEMORANDUM NO. 46, s. 2014

TO : **ALL EMPLOYEES**
This Campus

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

SUBJECT : ***Reproduction of Documents for Accreditation***

DATE : July 10, 2014

1. Let it be recalled that Two (2) Heavy Duty Xerox Machines placed at the office of the Finance Director were destroyed in the recent years. Evaluation showed that the machine were destroyed due to the non-compliance of the requirements for its use as prescribed in its operation manual. Significantly, the machines were used beyond their capacity in production and time without rest. Thus, some important parts costing almost the price of the units were destroyed. The result was for administration to buy a new unit which is also very costly. The reason for the costly error is that, the common practice as has been observed was that the reproduction of documents needed for the accreditation were only done a day or few days before the accreditation schedule.
2. In order for us to prevent the possible destruction of the only existing Xerox machine and avoid the long line of employees waiting for their turn to reproduce documents needed during the forthcoming accreditation, all concerned officials and employees are hereby advised to observe the following:
 - a. Reproduction of bulks documents shall not be done using the university Xerox machine placed at the office of the Finance Director;
 - b. Reproduction of required documents in all colleges shall be done anywhere. However, expense for the same may be reimbursed in accordance to existing accounting reimbursement rules, laws, and regulations; and
 - c. No request for the use of the Xerox machine during off hours shall be authorized.
3. For your commitment and compliance.

Copy furnished:

*Vice president
Deans/ Chairpersons of academic units and directors
Records
File*