



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

**MEMORANDUM NO. 47, s. 2014**

**To : All Members of Accreditation Task Forces for Ph.D. Management and BSIT and all other programs scheduled for accreditation this School Year 2014-2015 and succeeding years in the University**

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

**Subject : Overtime Services in the Exigency of the Service**

**Date : July 11, 2014**

- 
1. Be informed that you are assigned either as a chairman or a member of the various accreditation task forces.
  2. In the exigency of the service, you are hereby directed to render overtime services on July 7-13, 2014 and to work beyond office hours or Saturdays and Sundays if needed until all the preparations and documents related to your assignment are completed and fully addressed.
  3. For the other programs scheduled for accreditation this year and the succeeding years, Task Forces/Area In-charge are hereby enjoined to start immediately their preparations for accreditation during their vacant times to avoid the need to render overtime.
  4. For your compliance and commitment.

*Copy furnished: Vice Presidents; Campus Directors; Deans; Chairpersons; Records; File*