




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

MEMORANDUM NO. 48, s. 2014

**TO : VICE PRESIDENTS, CAMPUS DIRECTORS, DEANS,
CHAIRPERSONS, DIRECTORS AND EMPLOYEES**
This University


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

SUBJECT : *Attendance of Concerned Employees on July 15, 2014*

DATE : July 14, 2014

1. The AACCUP approved accreditation schedule in the university is from **July 15 to 19, 2014**. However, Presidential Proclamation No. 795, s. 2014 was issued on June 11, 2014 **declaring July 15, 2014** as a Special Non-Working Day in the Cordillera Administrative Region which we are a part. Considering that the accreditation activities were already set before the issuance of Proclamation 795 and that professional accreditors from other regions were already organized and dispatched for the accreditation visit, we are constrained to proceed with the accreditation activities as scheduled.
2. Relative hereto, the following employees are instructed to report, in the exigency of the service, following the schedule below:
 - a. To report on July 15, 2014 from 8:00-11:00AM only for the Opening Program at the IFSU Review Center
 1. All ADCo Members from IFSU Main, Lagawe and Potia Campuses
 2. All permanent Faculty from IFSU Main Campus
 3. All permanent Non-Teaching Staff working in the Administration Building and those offices assigned to do specific tasks during the accreditation visit such as the DSSD and General Services Departments
 - b. To report on July 15, 2014 from 8:00AM to 5:00PM to attend to accreditation activities
 1. All Campus Directors, Deans, Chairpersons, Faculty and Staff (permanent and job-order) of Colleges under which Programs are scheduled for accreditation visit.
 2. All employees (permanent and job-order) who are members of the various Accreditation Task Forces.
 3. All employees (permanent and job-order) with specific assignment in relation to the accreditation visit.
3. Employees in IFSU Tinoc are excluded because they have no program under evaluation.
4. Students are not required to come to school except those who have assignment/s.
5. The Campus Directors of IFSU Lagawe and Potia Campuses may issue separate appropriate memorandum in their campuses.
6. For permanent employees, their services maybe converted into service credits or compensatory time-offs. For job-order employees, their services will be with pay.
7. For the information and guidance of all concerned.

Copy furnished: Chief Administrative Officer, Administrative officers in campuses, Records, File