




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

MEMORANDUM NO. 53, s. 2014

To : **MRS. CARMEN P. BAGUILAT** *Baguilat*
Administrative Officer V
This University

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

Subject : **Assignment as Manager (Full-time) of All Lodging Facilities of IFSU Main Campus**

Date : **August 7, 2014**

1. Under your management and several initiatives as Chairperson of the Accommodations Committee of IFSU Main Campus, the accommodation facilities developed and increased their earnings into significant amounts such that they become a vital source of our university's income.
2. There is a need to designate a full-time manager of all the accommodation/ lodging facilities of IFSU Main Campus (IFSU Guest House, IFSU Review Center Lodging Rooms and IFSU Hotel) to do the following functions:
 - 2.1. Manage the day to day use and operation of these facilities so that they will always be ready for use by our clients;
 - 2.2. Ensure the maintenance of the lodging facilities to their optimum condition;
 - 2.3. Plan and initiate actions that will improve these facilities and make them enticing and convenient to paying clients;
 - 2.4. Professionalize the management of the lodging facilities to reach service quality standards;
 - 2.5. Attend to clients and schedule their utilization properly;
 - 2.6. Do other things necessary to improve the facilities and ensure maximum income from them.
3. You are hereby assigned/ designated as the Manager (full-time) of all the Lodging facilities of IFSU Main specifically the Guest House, the IFSU Review Center and Lodging Rooms, and the University Hotel. As such, you are freed from your function as Records Officer and Chief Records Section.

4. With the aforesaid facilities to be operated as Income Generating Project, you and your office shall henceforth be under the supervision and control of the Vice President for Planning and Resource Generation. As such, discuss all your plans with the Vice President for Planning and Resource Generation.
5. Please return all equipments/ facilities under your care/ memorandum receipt for use by the Records Office and have a smooth turn-over of responsibilities to your successor in the records section.
6. You are to establish your office (new) in any of our lodging facilities with the full support of the office of the Vice President for Planning and Resource Generation.
7. For your commitment and usual quality service!

Copy furnished: Vice Presidents, ADCO members, Chief Administrative Officer, Records, File

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