



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

MEMORANDUM NO. 54, s. 2014

To : **MRS. SOL CODAMON**
Administrative Officer I
This University

→ *Jen*

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

[Handwritten signature in blue ink]

Subject : **Assignment as Chief, Records Section of the University**

Date : **August 7, 2014**

-
1. With the assignment of Mrs. Carmen Baguilat as Manager (on full-time) of all Accommodations/ Lodging facilities of IFSU Main, you are hereby designated/ assigned as Chief, Records Section of the IFSU Main and the University.
 2. You are to study how the records management of the university can be improved in conjunction with Office Order No. 19, s. 2014.
 3. Ensure that official communications passes through your office, properly recorded and routed immediately and correctly to responsible officials.
 4. Submit your action plan to your immediate supervisor, the Chief Administrative Officer, within 15 days.
 5. For your commitment and usual quality service!

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