



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

**Memorandum Order No. 59**  
Series of 2014

**To :** Vice President for Academic Affairs  
Campus Directors  
Director for Student Services and Development  
College Deans/Department Chairpersons  
*This University*

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

**Subject :** Compliance to CHED Memorandum Order No. 17 s. 2012 "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students"

**Date :** September 1, 2014

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1. In line with the 1<sup>st</sup> goal of the University to pursue excellence in Instruction and with the 5<sup>th</sup> goal of the University which is to pursue excellence in Administration and Governance, all Colleges/Departments that would conduct educational tours and field trips are directed to adhere to the provisions of CHED Memorandum Order No. 17 s. 2012 as well as to the provisions of our IFSU Code Chapter 6 "The Conduct of Educational Tours and Field Trips".
  2. There must always be teachers/advisers who should go with the students and that these teachers/advisers must sign a commitment letter that they will take care of the students and to make sure of their security and safety.
  3. The Vice President for Academic Affairs is expected to make and file report on the extent of compliance of the Colleges/Departments for submission of reports to CHED Regional Office-CAR.
  4. For your usual prompt cooperation and compliance!

*Copy furnished: University and Campus Student Supreme Government; Records; File*