



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

MEMORANDUM No. 62, s. 2014

TO : DR. MARY CACLINI
*Campus Director, IFSU Lagawe Campus
Lagawe, Ifugao*

DR. RICARDO ILDEFONSO
*Campus Director, IFSU Potia Campus
Potia, Alfonso Lista, Ifugao*

DR. JOSE DANIELS
*Campus Director, IFSU Tinoc Campus
Tinoc, Ifugao*


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

**SUBJECT: Instructions on important things to do on October 1 to
November 3, 2014.**

DATE : September 29, 2014

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1. On October 1 to November 3, 2014, I will be on official travel to Japan (Kobe Gakuin University in Kobe City, St. Mary's College in Kurume City, Kanazawa University in Kanazawa and United Nations University in Tokyo City) to strengthen IFSU's links and collaboration with these institutions and serve as visiting professor and lecturer in some respects.
 2. In relation thereto, you are hereby task and empowered to govern your campus, i.e. to oversee the proper implementation of all existing programs & projects and the successful undertaking of all scheduled activities, to act on all issues and problems that may come to fore, and to steer the campus towards the attainment of its goals and objectives.
 3. Any issues and concerns can be referred to the Officer-in-Charge Office of the University President, Mr. Telesforo T. Pugong, Jr. (see attached memorandum) or to me through email at sngohayon@yahoo.com or sngohayon@gmail.com.
 4. For your usual commitment!