



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

MEMORANDUM ORDER NO. 09, s. 2014

TO : ENGR. JOSE P. BINWAG
Director, General Services

ALL DRIVERS
This University

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

SUBJECT : IFSU Vehicles and designated parking area

DATE : February 11, 2014

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1. It has been observed that IFSU vehicles are parked in front of the New Administration building, in front of the Supply Office, in front of the Gymnasium and sometimes along the highway when not in official travel and or after travel.
 2. In view to this, for security measures, you are hereby instructed to park all IFSU vehicles at the motorpool when not in official travel or every after official travel.
 3. You are instructed as well to conduct thorough check on all IFSU vehicles before use and every after use.
 4. The Campus Director and Chief Security are hereby instructed to check full implementation of this memorandum order specifically on numbers 1 and 2.
 5. For your commitment and compliance.

Copy furnished:

- Campus Director, IFSU Main
- Chief Security Officer, IFSU Security Unit
- Records
- File