




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

MEMORANDUM No. 14- 2012

TO : **ALL EMPLOYEES**
This University

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

SUBJECT : Personnel Locator Slip

Date : February 19, 2012

In consonance to prescribed Civil Service rules and regulations, all employees in government service are required to strictly observe the prescribed office hours. This includes official business/time used to transact official business outside of work station.

In view of this and with our efforts of uplifting quality service being rendered by each human resource of the University, all teaching and non-teaching personnel are hereby directed to properly accomplish the attached Revised Personnel Locator Slip and have it approved/disapproved by your immediate supervisor before leaving your work station.

Immediate supervisors are responsible in ensuring that the trips/transactions of employees under your supervision are made official and that they return to their work stations as indicated in the locator slip. Upon the return of the employee, the supervisor should indicate the actual time of his/her return and submit the same to the office clerk-in-charge of DTRs of the office for attachment to their individual DTRs at the end of the month before these are submitted to the Department of Human Resources and Development.

For your information and compliance.