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

MEMORANDUM No. 23 – 2012

TO : NOEL C. BALLITOC
Headgurad
This University

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

SUBJECT : REDUCTION OF SECURITY GUARDS TO BE RE-APPOINTED

Date : March 27, 2012

1. In lieu of the non-availability of funds of the university to support the salaries of guards, there is a need to reduce their number into ten (10) beginning this April to June 2012.
2. You are then advised to recruit, screen and recommend to this office 10 security guards to be re-appointed during the stated months above on or before March 29, 2012.
3. For your information and immediate action.

Cc: Mr. Florencio Dimog, Dr. Camilo A. Pimentel, Records, File.