



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



MEMORANDUM No. 25-2012

TO: ALL OFFICIALS CONCERNED
This University

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

SUBJECT: COMPLIANCE WITH THE DOCUMENTARY REQUIREMENTS FOR THE PROCESSING OF THIS UNIVERSITY'S LOAN APPLICATION FROM THE DEVELOPMENT BANK OF THE PHILIPPINES (DBP)/LANDBANK OF THE PHILIPPINES (LBP)

DATE: April 23, 2012

To facilitate the physical development of this University in the pursuit of its vision, *IFSU for ACE*, the Board of Regents, upon the recommendation of the Administrative Council, approved the availment of a loan from the Development Bank of the Philippines/LandBank of the Philippines to finance the completion of its Administration Building. In this regard, the following are hereby enjoined to furnish this office with the respectively listed documents on or before **April 30, 2012**:

OFFICE/OFFICIAL	REQUIRED DOCUMENT/S
Juliet C. Daniels, CPA, DBA Director Department of Finance Services	1. Summary of Tuition Fees* 2. Approved Budget for the current year 3. Real estate tax clearance/exemption certificate 4. Forward obligation authority from DBM
Florentina B. Calatan Director Department of Registrar Services	Summary of Enrollees for the past 7 years*
Romana L. Alsiken, Ph.D. Director Department of Human Resource and Development	1. Number/Breakdown of Personnel* 2. List, with brief description, of trainings or scholarship programs for faculty
Dinah Corazon M. Licayayo, Ph.D. Director Department of Student Affairs and Services	List, with brief description, of trainings or scholarship programs for students
Jose G. Daniels, Ph.D. Director Department of Environment Conservation and Management	1. Waste Management and Disposal Program 2. Cadastral/Pls map/subdivision plan approved by DENR-LMB or LRA

*Please refer to the attached format