




MEMORANDUM No. 37- 2012

TO : **DR. CAMILO A. PIMENTEL**
Vice President for Administration and Finance

DR. FAITH B. BASILIO
Vice President for Academic Affairs

DR. JOSEPHINE A. GUIMPATAN
Vice President for Research, Development, Extension and Training

MR. TELESFORO T. PUGONG, JR.
Vice President for Planning and Resource Generation
This University

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

SUBJECT : ***Required Campus visits***

DATE : July 24, 2012

1. In order for us to have a firsthand information on what is happening in the other campuses of the university vis-à-vis your division's concerns and development directions, you are hereby instructed to undertake a once a semester whole day visit to the other campuses (IFSU Lagawe, Potia and Tinoc);
2. The visit may focus on the conduct of planning, monitoring of plan/ program/ project/ policy implementation, consultation on a proposed program/ project or policy proposal and other issues and or just simple observation tour;
3. Requests/ schedules of campus visits shall be approved by the undersigned and coordinated with the Campus Directors. You may visit alone or in group;
4. Information/ insights/ recommendations derived from the visit should be submitted/ shared to the undersigned for his information and appropriate action;
5. Visit to the Tinoc Campus maybe done at least once (1) a year;
6. Information, insights, recommendations gained from the visit shall be submitted/ discussed to the undersigned immediately upon return;
7. For your information and guidance.

Cc: Potia, Lagawe & Tinoc Campus Directors