



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

MEMORANDUM No. 39 – 2012

TO: ALL OFFICIALS CONCERNED
This University

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

SUBJECT: CRAFTING OF A FACILITY DEVELOPMENT PLAN OF THE UNIVERSITY AS A REQUIREMENT IN THE APPROVAL OF THE 26 MILLION LOAN APPLICATION TO THE LANDBANK OF THE PHILIPPINES (LBP) AND ISSUANCE OF ENDORSEMENT DOCUMENTS FROM THE BANGKO SENTRAL NG PILIPINAS, CHED & DBM

DATE: July 26, 2012

1. I am happy to inform you that the LandBank of the Philippines took positive note of our loan application and is eager to process it further pending submission of endorsements from the Monetary Board of the Bangko Sentral ng Pilipinas, the CHED and DBM. Relative to the acquisition of these endorsements, we are required to submit a complete FACILITY DEVELOPMENT PLAN to these institutions.

2. The following University Officials, representing various offices, are hereby tasked to compose an AdHoc Committee to come up with said FACILITY DEVELOPMENT PLAN, to wit:

Committee Chairperson: **Mr. Telesforo T. Pugong, Jr.**
VP for Planning & Resource Generation

Members: **Dr. Camilo A. Pimentel**
VP for Administration and Finance

Dr. Faith B. Basilio
VP for Academic Affairs

Dr. Josephine A. Guimpatan
VP for RDET

Dr. Juliet C. Daniels
Director for Finance

Mrs. Florentina B. Calatan
Director of Admissions & Registrar Services

Arch. Dexter G. Gullon
Director, Infrastructure and Site Development

Mr. Leudane L. Loñez
Acting Board Secretary

Mrs. Eva Marie C. Dugyon
Director, PAIS

3. In the crafting of a FACILITY DEVELOPMENT PLAN, the committee shall work as a team contributing and sharing your office personnel's expertise and vital information/data to produce a complete output.

4. It is suggested that the following parts of the FDP be spearheaded by the following office with the closest expertise & wealth of data at their disposal to be integrated by the committee Chairpersons, to wit:

| Parts of the FACILITY DEVELOPMENT PLAN | RESPONSIBLE OFFICE |
|---|---|
| 1. Brief history of IFSU 2. Brief IFSU situationer a. Land Area b. Buildings | ✓ PAIS c/o Dir. E. Dugyon ✓ Planning Secretariat c/o VP T. Pugong |
| c. Enrollment c.1 Actual enrollment for the past five (5) years c.2 Projected Enrollment for the next ten (10) years | ✓ Admissions & Registrar Services c/o Dir. F. Calatan |
| d. Programs d.1 Degree Programs | ✓ Division of Academic Affairs c/o VP F. Basilio |
| d.2 Research and Development Programs d.3 Extension Programs d.4 Linkages | ✓ Division of RDET c/o VP J. Guimpatan |
| 3. Objectives of the Feasibility Study 4. Technical Aspect a. Administration Building b. Poultry Building c. Ladies Dormitory Building d. Commercial Building e. College of Arts and Sciences Building f. Agriculture Building | ✓ Division of Administration & Finance c/o VP C. Pimentel ✓ Department of Infrastructure & Site Development c/o Arch. D. Gullon |
| 5. Financial and Economic Aspect a. Income b. Loan Repayment c. Loan Capacity-to-pay of IFSU d. Benefits | ✓ Finance Department c/o Dir. J. Daniels |
| 6. Appendices: a. Terms and Conditions of the Lending Institutions b. Program of work and Perspective Plans of the Proposed Buildings c. Internal Rate of Return Computations | ✓ Finance Department c/o Dir. J. Daniels ✓ Department of Infrastructure and Site Development c/o Arch. D. Gullon ✓ Finance Department c/o Dir. J. Daniels |
| 7. Required Resolutions, Letters, Others | ✓ c/o Mr. Leudane L. Loñez |

5. Work outputs of Committee members/identified offices shall be submitted to the Committee Chairperson on or before August 1, 2012.
6. The Facility Development Plan must be submitted to the undersigned on or before **August 6, 2012** for submission to aforementioned offices.
7. For clarification please contact Mr. Leudane L. Loñez or refer to the sample documents of KASC in Mr. Loñez's possession.
8. For your commitment and compliance.

