




Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**  
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**MEMORANDUM No. 4 – 2012**

**TO :** ALL NON-TEACHING EMPLOYEES  
(Permanent and Contract of Service)  
All Campuses

**FROM :**   
SERAFIN L. NGOHAYON, PH.D.  
University President

**SUBJECT :** SUBMISSION OF ACCOMPLISHED PERFORMANCE  
ACCOMPLISHMENT REPORTS AND PERFORMANCE  
EVALUATION TARGETS

**Date :** January 4, 2012

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In line with our IFSU Performance Evaluation System, all concerned are required to accomplish and submit their Performance Accomplishment Reports for July to December 2011 and Performance Evaluation Targets for January to June 2012 to the Department of Human Resources and Development on or before January 15, 2012.

For those who were not able to submit their Performance Accomplishment Report for January to June 2011, you are hereby advised to submit the same also on or before January 15, 2012.

Please be reminded that accomplishment of our performance evaluation reports is a regular part of our functions and the issuance of our Productivity Incentive Bonus (PIB) for 2011 will be dependent on the submission of your performance accomplishment forms and actual performance levels.

For your information and immediate compliance.

*cc: DHRD, Director of Finance, Campus Directors, All Offices/Units*