



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

File

MEMORANDUM No. 40- 2012

TO : MR. FLORENCIO DIMOG
DR. NAPOLEON K. TAGUILING
DR. RICARDO ILDEFONSO
Campus Directors
This University

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

SUBJECT : *Implementation of the utilization of a visitor slip by all campuses as a tool for tracking visitors and, to gather information and feedback from visitors/customers who visit the university effective immediately.*

Date : August 13, 2012

In our efforts to continuously improve the operations and systems of our University and in pursuit of adopting measures to promote efficiency, responsiveness and accountability to our customers, the University shall adopt the utilization of a visitor slip as a tool for tracking visitors and to gather information and feedback from visitors/customers who are to have business, personal transactions with officials and employees of the various Offices/Colleges in the University.

In this connection, all Campus Directors are hereby instructed to orient the guards to be responsible in issuing the visitor's slip to every visitor who enters the campuses and collect the same before the visitor leaves the University. At the end of every month, the guards shall compile and submit all visitors' slips to the Administrative Officer of the campus who shall subsequently submit the same to the Department of Human Resources and Development on or before the 5th day of the succeeding month for file and future references.

For your information and compliance.

Cc: DHRD, Records, Security Services