



Republic of the Philippines
IFUGAO STATE UNIVERSITY

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File

MEMORANDUM NO. 11, s. 2015

To : All DCO Members

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

Subject : Schedule of 5th Commencement Exercises for IFSU

Date : January 12, 2015

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1. To synchronize schedules of commencement exercises throughout the University, herewith are important dates to be calendared:

March 2015 Commencement Exercises	
Date	Campus
March 25, 2015	IFSU Potia Campus
March 26, 2015	IFSU Main Campus
March 27, 2015	IFSU Lagawe Campus
March 30, 2015	IFSU Tinoc Campus

2. It is expected that Campus Executive Directors, in coordination with the University President and Vice President for Academic Affairs (VPAA), will make the necessary pre-planning activities to ensure success of scheduled events.
3. The VPAA will take charge of the affairs of IFSU Main Campus from pre-planning until the commencement day.
4. Deans, Directors, and the VPAA should ensure prompt dissemination of commencement schedules for the faculty members and graduating students to prepare needed requirements prior to graduation.
5. The Office of Registrar and Admissions Services shall ensure early submission of the tentative list of graduates for approval by the Board of Regents at least two (2) weeks before graduation.
6. For your compliance and usual commitment.