



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

MEMORANDUM NO. 17 s. 2016

**To : MS. CHRISTINE DINAGTUAN
DR. VICKY MADANGENG
DR. DINAH CORAZON M. LICAYAYO
DR. ROMMEL B. SUMEG-ANG
DR. FREDDIE B. CADAY**

This University

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

Subject : *Adhoc Committee to finalize the Manual of Operation for Student Services and Development*

Date : May 20, 2016

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1. In the University's effort to improve its services to the student and standardize the operation and delivery of the various services for students, a manual of operation was crafted, presented and was approved by the Academic Council.
 2. Prior to the presentation to the board of Regents for its approval, there is a need to further improve and refine the same to incorporate vital points given by the Commission on Higher Education Cordillera Administrative Region (CHED-CAR) during the orientation last May 19, 2016 at the IFSU Review Center.
 3. As current and previous Directors of the Student Services and Development of the University, you are hereby requested to form an Adhoc Committee to finalize the Manual of Operation for Student Services and Development. The committee shall be composed of the following:

Chairperson: Ms. Christine Dinagtuán
Members: Dr. Vicky Madangeng
Dr. Dynah Corazon M. Licayayo
Dr. Rommel B. Sumeg-ang
Dr. Freddie B. Caday

4. Please meet on May 24-26, 2016 at 9:00 AM at the DSSD office to finalize the Manual of Operation for Student Services and Development. For further queries and information, please contact Ms. Christine Dinagtuán, Director for Student Services and Development.
5. For your commitment.