



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

MEMORANDUM NO. 1, s. 2016

To : **ALL ADCO OFFICIALS**
This University

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

Subject : **Online publication of University issuances**

Date : **January 29, 2016**

1. In line with the government's mandate for free access of information as inscribed in the Philippine Constitution of 1987 and cascading down with the University's goal to pursue excellence in administration and governance, the Ifugao State University shall adopt measures to reach out to its stakeholders. One way of realizing such shall be the utilization of the Internet superhighway wherein University policies and other important issuances shall be published online through its website: www.ifsu.edu.ph. This measure shall also ensure efficiency and transparency on the part of policy implementers and officials of the University.
2. Issuances cover the following: a) policy guidelines issued by the University President and approved by the Board of Regents; b) office orders; and c) memorandum orders.
3. In relation thereto, a Committee is hereby organized with a main task of screening/reviewing the issuances to determine appropriateness for public access and that any cause of impairment against anybody and the University shall be avoided.
4. The Committee shall be composed of the following:

Chairperson:	Dr. Joyce A. Bodah, Director for DPIM
Members:	Engr. Loinaz D. Dulawan, Director for Administration
	Mr. Julian B. Nangpuhan II, Board/University Secretary
	Ms. Sol S. Codamon, Records Officer
	Mr. Michael D. Pinkihan, Website Administrator
5. The Committee shall commence screening/reviewing issuances from F.Y. 2010 onwards when the institution was converted into a University. Other issuances may be circulated online upon the recommendation of the Committee and the University President.
6. For your commitment and usual quality service.

Copy furnished: ADCO Officials, Chairperson and members of the committee, Records Office, file.