



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

OFFICE OF THE UNIVERSITY PRESIDENT

**MEMORANDUM ORDER NO. 32 s. 2016**

**TO :** **Dr. ALICIA M. BINWAG**  
Director, Registrar & Admissions Services

**:** **Mr. RENIE T. CHANG-A**  
Registrar II  
*This University*

**SUBJECT :** **Improvement in Processing TOR and Diploma of Students in the Distance and Transnational Education Programs**

**DATE :** **July 14, 2016**

1. In line with the 5<sup>th</sup> development goal of the University which is to pursue excellence in administration and governance, the Director and all personnel assigned at the Office of the Registrar and Admissions Services should work together to facilitate the processing of incoming requests for release of Transcript of Records (TOR) and Diploma from among IFSU graduates whose documentary requirements are complete.
2. For successful graduates under IFSU's Open Distance and Transnational Education Programs, the waiting time for the release of TOR and Diploma should be shortened. To this end, Mr. Renie T. Chang-a, Registrar II, is hereby assigned and instructed to take over from Ms. Jocelyn A. Guimptan who was promoted as Registrar III of IFSU Lagawe Campus and to see to it that records of students in the program are updated and facilitate the processing of requests.
3. The Director of the Registrar and Admissions Services is hereby instructed to arrange the working schedules of her staff and craft strict deadlines in releasing TOR and Diploma to the minimum number of hours/ days and eliminate red tape in line with His Excellency, President Rodrigo Duterte's order. If the regular working hours could not be enough to meet deadlines, overtime services maybe requested based on established procedures.
4. The processing time of incoming requests for TOR and Diploma should be done on a first-come-first-serve basis. Requests with complete documents and grades in the database must be processed immediately ahead of others with incomplete documents/ grades in the database. Requests with incomplete documentary requirements must be returned immediately to the concerned individual/s with specific instructions to facilitate the speedy completion and submission of requirements.
5. The DE/TNE staff assigned at the Registrar Office must be assigned to work primarily on DE/TNE concerns and in support to Mr. Renie Chang-a.
6. For the DE/TNE program, the signatories in the Diploma are the following: Director of Registrar & Admissions Services, Dean of CODETE, and the University President. For the TOR, the signatories are: Director of Registrar & Admissions Services and the University President or the Vice President for Academic Affairs, whoever is readily available at the time of processing the request.
7. For your commitment and compliance.

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