



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

MEMORANDUM NO. 34, s. 2015

To : **All Vice Presidents, Campus Directors
Deans, Director and Chairpersons**

This University

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

Subject : ***Use of IFSU Letter Head***

Date : April 13, 2015

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1. In line with the 5th development goal of the university to pursue excellence in administration and governance, we are giving you official IFSU letterhead for your office use.
 2. All communications addressed outside the university shall be printed using the IFSU letterhead.
 3. Communications with in the campus and/or university shall be printed in a bond paper. Avoid using the IFSU letterhead for communications with in the university. It is the option of the office concerned to put the university logo and college/department's logo in their communication within the campus and/or university.
 4. Attached are sample communications printed in IFSU letterhead and ordinary bond paper for your reference.
 5. For your information and compliance.