



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

OFFICE OF THE UNIVERSITY PRESIDENT

MEMORANDUM ORDER NO. 42 s. 2016

TO : **Mr. WARREN D. TAYABAN**
Executive Assistant III

Ms. CHERRY ANN H. BUMIDANG
Executive Assistant II
This University

SUBJECT: **Flexible Work Schedules**

DATE : **July 29, 2016**

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1. Congratulations for achieving the much coveted Commission on Higher Education (CHED) K to 12 Transition Scholarship and your admission to the graduate programs of the University of Cordilleras and St. Luis University, respectively, in support of your quest for advance studies. As my close staff for the past years, I know you also need to widen your horizon and deepen your knowledge as you offer yourself to take greater responsibility for service and leadership role in the university. I fully and strongly support your quest and would be much willing to let you go on full-time study leave during the duration of your scholarship program and study plan.
 2. However, as you know, our office still needs your expertise and experienced staff support function as my executive assistants. Thus, I enjoin you to continue performing said function albeit at a much reduced and flexible time from August 1, 2016 until July 31, 2017. Specifically, you are to report to the undersigned and perform staff support on the following schedule:
Warren Tayaban (Exec Assistant III) - at least 16 hours a week
Cherry Ann H. Bumidang (Exec Assistant II) - at least 16 hours a month
 3. The schedule is flexible and as needed by the University President.
 4. After July 31, 2017, you are relieved of your duties and functions and is allowed to go on full-time study leave until July 31, 2019 so you can concentrate and give more attention to the challenges related to the Ph.D. degree you are pursuing and for which you are on scholarship.
 5. Cherish the scholarship privilege and make the most out of this opportunity.
 6. For your commitment and guidance.


SERAFIN L. NGOHAYON, Ph.D.
University President