



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

MEMORANDUM NO. 51, s. 2015

**TO :** DR. NAPOLEON TAGUILING, VP RDET  
DR. NANCY ANN GONZALES, VP Academic Affairs  
DR. DIOSDADO AQUINO, Campus Director IFSU Main  
DR. RICARDO ILDEFONSO, Campus Director IFSU Potia  
DR. CAMILO PIMENTEL, Campus Director, IFSU Lagawe  
DR. JOSE DANIELS, Campus Director IFSU Tinoc  
MR. JOSEPH NGOHAYON, Campus Director IFSU Aguineldo  
MR. VICENTE KALAW, Campus Director IFSU Hapao  
*This University*

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

**SUBJECT:** Preparation and Submission of updated, all encompassing and accurate Normative Funding Scheme data for FY2015

**DATE :** August 12, 2015

1. The University's Normative Funding Task Force (NFTF) is currently preparing for the collection of data needed for the Normative Funding Report to be submitted through the CHED Electronic Collection and Knowledge (CHECK) System by September 15, 2015.
2. Considering the importance and effect of a well prepared, updated and all encompassing report in relation to the Normative Funding Scheme (NFS) specifically as a determinant of our annual budget subsidy from Government and our ranking as a SUC, all campuses and divisions must provide accurate data to the NFTF on or before the aforementioned deadline.
3. You are therefore instructed to support, assist and participate in the following scheduled activities of the NFTF to wit:

<i>Activity</i>	<i>Schedule</i>	<i>Person Responsible</i>	<i>Remarks</i>
A. Orientation-workshop of campus Registrars (Form B) and HR personnel (Form E) at the Japan and Foreign Studies Center	Aug. 19-20, 2015	Jocelyn Guimpatan Femy Lomboy Registrars of campuses Dominga Lunag HR in-charge of campuses MIS of campuses Julio Pugong	-for Form B (Profile of each curricular program of each campus) -for Form E (Profile of each faculty in each campus) -for student scholarship

B. Submission of data by campuses of the following: - Institutional Profile (Form A) - Research (Tables B1-B5) - Extension (Table C)	August 24-28, 2015	Campus Directors	Submit specific data to the following: <i>-Institutional Profile:</i> >Jill Saquing <i>-Research:</i> >Honeylette Baloc <i>-Extension:</i> >Desiree Ballitoc
C. Submission of finalized data for Form B and Form E by campuses	August 24-28, 2015	Campus Directors Registrars, HRs and MIS in-charge in Campuses	Submit specific data to the following: -Form B: >Jocelyn Guimpatan -Form E: >Dominga Lunag
D. Submission of all consolidated accomplished forms (hard copy and soft copy) to the Registrar copy furnish the DPIM	September 10, 2015	Campus Directors NFTF Taskforce: -Joyce Bodab -Jill Saquing (Form A) -Jocelyn Guimpatan and Femy Lomboy (Form B) -DomingaLunag (Form E) -Doulet Peralta (Form G, H) -Honeylette Baloc (Research) -Desiree Ballitoc (Extension)	
E. Uploading of the data to the CHECK System	September 11-20, 2015	Jocelyn Guimpatan Femy Lomboy	

4. See to it that data for Forms A, B, and E must be the latest actual data for the current year while data for Forms G, H, Research, and Extension are FY 2014 actual data.
5. Enrolment data must include students in all our programs including those in TNE and extension programs and those in trainings/ diploma courses.
5. Campus Directors must ensure that accurate data are provided within the timeline set forth in this Memorandum. Contact the NFTF through the DPIM Office for queries and clarifications regarding this matter.
6. Please be guided accordingly.

*Cc: Dir. for Planning and Information Management, Chief Admin officer, HRMO, Normative Funding Task Force, University/Board Secretary, Records, File*