



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

MEMORANDUM NO. 55, s. 2015

To : **MR. STRADIVARY D. CARO**
*Director, General Services and Physical Plant and Facilities
This University*


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

Subject : **Management of the IFSU Gymnasium, Review Cen-
-ter and Center for Japan and Foreign Studies**

Date : **September 14, 2015**

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1. In line with the 5th University goal which is to pursue Excellence in Administration and Governance and in line with the reorganization of some offices to include their coverage and mandated tasks, the management of the IFSU Gymnasium, Review Center, and Center for Japan and Foreign Studies is hereby transferred to the General Services and Physical Plant and Facilities.
 2. Thus, you are instructed to include said facilities in your Area of Responsibility as well as its supervision, maintenance, and cleanliness as part of your function. Likewise, all Acknowledgement Receipt of Equipment/Gadgets received by those previously in-charge of said facilities shall be transferred to you per proper coordination to the Supply Office.
 3. You are also empowered to make facility rules and regulations as to the use of said facilities in line with existing IFSU policy so as to fully maximize their use and without sacrificing also care of the facilities.
 4. Previous issuance/s contrary to this is hereby revoked.
 5. For your compliance and commitment.

Copy furnished: Campus Director- Main Campus, PE Director, Officer In-charge Accommodation Services, University/Board Secretary, Supply Office, Records, File