




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

MEMORANDUM NO. 58, s. 2015

To : **ALL ADMINISTRATIVE COUNCIL MEMBERS**
This University

From : 
SERAFIN LINGOHAYON, Ph.D.
University President

Subject : **Signature/Approval of Daily Time Records (DTR)**

Date : **September 21, 2015**

1. In line with the goal of the University to pursue excellence in administration and governance, disposal of designated functions in the University should follow synchronized checks and balances particularly in instruction.
2. As such, your Daily Time Record (DTR) must be initialed first by the Dean/Chairperson where you have most of your teaching loads prior to the signature/approval of your immediate supervisor. Clarifications regarding your immediate supervisors may be referred to Policy Guidelines No. 75 – 2015 or the Revised Organizational Structure of the University duly approved by the Board of Regents.
3. Without prejudice to the discretionary powers attached to your designation, this policy may be applied to all faculty and staff members under your respective offices/service units as long as they have teaching units.
4. For your compliance and commitment.

Cc: a. HRMO
b. Records Office