



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

**MEMORANDUM NO. 05, s. 2015**

**TO : Dr. Nancy Ann P. Gonzales**  
*Vice President for Academic Affairs*

**Dr. Napoleon K. Taguiling**  
*Vice President for Research and Extension Services*

**Mr. Telesforo T. Pugong, Jr.**  
*Vice President for Planning & Resource Generation*

**Atty. Candice G. Buyucan**  
*Chief Administrative Officer*

**Dr. Juliet C. Daniels**  
*Finance Director*

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

**SUBJECT : Reminders on the Final Schedule of Submission of Mandated Reports**

**DATE : January 6, 2015**

- 
1. In preparation for the submission of accomplishment reports to regulating agencies such as the DBM and the CHED and the presentation of accomplishments and operational plans to the Board of Regents, you are hereby reminded and informed of the following final schedule of submission of reports:

<i>Report</i>	<i>Office Deadline (Planning)</i>	<i>Remarks</i>
Operational Plans	January 8, 2015	To be presented to the BOR on Jan. 9, 2015
Fourth Quarter Report (Oct.-Dec. 2014)	Jan. 15, 2015	Use Dev. Plan indicators
Semi-Annual Report (Jun-Dec 2014)	Jan. 15, 2015	Use Dev. Plan indicators
Annual Report 2014 (Jan.-Dec.. 2014)	Jan. 15, 2015	Use Dev. Plan indicators

2. Be reminded that these reports were required for submission through memorandums issued last year. It has also been reiterated that our actual accomplishments are affected by the quality of our report and its prompt submission hence concerned officials are expected to be responsible in the submission of accurate reports promptly.
3. Submit these reports to the Planning Office on or before the office deadline specified hereto.
4. For your commitment and compliance.