



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

MEMORANDUM NO. 06 s. 2016

To : **MR. RENE CHANG-A**
Administrative Officer II
This University

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

Subject : ***Reassignment at IFSU Main Campus***

Date : February 29, 2016

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1. In connection with the recent promotion of Ms. Jocelyn Guimpatan as Registrar III of Lagawe Campus and urgent request of Dr. Alicia Binwag, University Registrar, in the exigency of service and for the best interest of the university, you are hereby reassigned as administrative staff at the Department of Admission and Registrar Services, Nayon Campus. You are to report to the Director for Admission and Registrar Services, Dr. Alice Binwag, for your assigned duties and responsibilities.
 2. It is understood that since you are to perform as administrative staff, your reassignment does not involve any additional monetary remuneration.
 3. To give you ample time to wrap up your commitments in the IFSU Lagawe Campus including the passing of an appropriate clearance, this reassignment, will take effect on March 3, 2016 and will be in effect until revoked by the undersigned or by competent authority.
 4. For your commitment and compliance.

Cc: Dr. Camilo Pimentel, Lagawe Campus Director, Dr. Alicia Binwag, Director for Admission and Registrar Services, HRMO-Lagawe & Nayon Campuses, Records, file

Republic of the Philippines
IFUGAO STATE UNIVERSITY
Lagawe, Ifugao

February 28, 2016

DR. SERAFIN L. NGOHAYON
President
This University

SIR:

May I expressed my gratitude for the immediate hiring of Registrar III for IFSU Lagawe campus which we really need her services due to the nearly coming graduation day for this school year. However, I have learned that she was requested to stay at the main campus for about two weeks to help in accomplishing some documents needed by CHED.

I understand the situation of DR. Alice Binwag, however, the need of Registrar III IS EXTREMELY needed also at IFSU Lagawe due to huge request of OTR needed for Board Examinations of graduates.

With this, may I request that Ms. Jocelyn Guimpatan, being hired as Registrar III effective February 22, 2016 will report immediately to IFSU Lagawe.

Thanks you

Very truly yours,

CAMILO A. PIMENTEL, Ph.D.
Campus Director

APPROVED:
SERAFIN L. NGOHAYON, Ph.D.
University President
FEB 29 2016

Condition:

1. That she will report to IFSU Lagawe only on March 3, 2016
2. That Mr. Reneo-Chong-a will report to IFSU Main and be trained by Ms. Guimpatan on her TNE work.
3. That Ms. Chong-a will be detailed to IFSU Main in lieu of Ms. Guimpatan effective immediately. h