



Republic of the Philippines
IFUGAO STATE UNIVERSITY

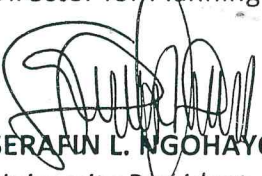
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MEMORANDUM NO. 08, s. 2015

To : **Mr. Telesforo T. Pugong, Jr.**
VP for Planning & Resource Generation
Dr. Nancy Ann P. Gonzales
VP for Academic Affairs
Dr. Napoleon K. Taguiling
VP for RDET
Atty. Candice G. Buyucan
Chief Administrative Officer
Dr. Juliet C. Daniels
Director for Finance
Dr. Joyce A. Bodah
Director for Planning

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

Subject : **Presentation of Operational Unit Plans and Use of Income Budget**

Date : **January 6, 2015**

1. The IFSU Board of Regents will be having a Pre-Board Meeting on January 9, 2015 at 1 P.M. The venue will be at the Center for Foreign and Japan Studies, IFSU Main Campus.
2. Items included to be discussed are: Operational Unit Plans, and Proposed Use of income 2015, among others. In this regard, heads of units mentioned above is tasked to present its operational unit plans during the meeting. The Director for Planning is tasked to consolidate all the comments during the presentation and make necessary improvements as needed. The Director for Finance is tasked to present the proposed use of income budget for 2015.
3. You are then instructed to be prepared with your presentation and materials to be given to each member of the Board. It is expected that seven (7) members of the Board will be attending the meeting. You are further instructed to submit a signed copy of your document to the Acting Board Secretary, Mr. Julian Nangpuhan II, before the meeting.
4. After the Pre-Board meeting, you are to incorporate the comments and finalize again your presentation during the regular Board Meeting scheduled to be held on January 15, 2015 at 9 A.M. where all members of the Board are expected to attend. The venue is tentatively set at Banaue Hotel, Banaue, Ifugao.
5. For your compliance and usual commitment.