



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

MEMORANDUM NO. 08 s. 2016

To : DR. NANCY ANN P. GONZALES
Vice President for Academic Affairs
This University

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

Subject : *Execution of Functions*

Date : March 22, 2016

1. As per provision of the IFSU Code section 3.2.4.1.2.1.3 (Routinary Functions of the VPAA) particularly under 3.2.4.1.2.1.3.1 "To approve faculty workloads, class schedules and faculty performance evaluation ratings" and 3.2.4.1.2.1.3.2 "To approve requests (e.g. activities, programs) that are clearly with in the gamut of jurisdiction of the unit and delegated authority", as such, you, as the Vice President for Academic Affairs, are supposed to approve request for special classes after verification of facts and observance of due diligence.
2. Please take note that faculty who are to teach special subject/special class should not be financially compensated by the university due to non-availability of funds for said purpose.
3. For your commitment and usual quality service.

Cc: Deans, Campus Directors, Records, file

