



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

**MEMORANDUM NO. 09, s. 2016**

**To : DR. ALICIA BINWAG**  
*Director, Admissions and Registrar Services*

**DR. NANCY ANN GONZALES**  
*Vice President for Academic Affairs*

**ALL CAMPUS DIRECTORS**  
*This University*

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

**Subject : Clarification on issues related to academic policies**

**Date : March 28, 2016**



1. In line with the 5th Goal of the University which is to pursue excellence in Administration and Governance, the following clarifications are hereby issued with respect queries raised by the Director of Admissions and Registrar Services of the University, to wit:
  - a. Academic Honors and Awards. The statement in parenthesis in Figure 9 of the Academic Manual on "(Academic Honors)" must be set-aside/ disregarded in favour of Section 5.36 of the Student Manual which clearly stipulated specific provisions on "Graduation with Honors". In situation where provisions of policies are in conflict with each other, the provision that specifically govern the constituency for which the policy is promulgated, in this case, must prevail specially so if said policy was not specifically revoked by the recently approved policy. The revised Academic Manual recently approved by the Board of Regents and issued under Policy Guidelines No. 78, s. 2015 did not revoke/revise the Student Manual. In fact, Section 2.3.1 of the Academic Manual deferred and upheld the provision on Academic Honors in the Student Manual by stating that: "Academic Honors - refer to Section 4.35 (must be Section 5.36) of the Student Manual. Rightly so, the students who are graduating are the ones to be given academic honors hence what must be applied are policies stated in the Student Manual. Thus, the provision in parenthesis of "Academic Honors" in the Academic Manual is misplaced and must be removed or disregarded.
  - b. Grading System - Grading System is a policy that is specifically intended to guide the faculty in the computation of grades and submission of appropriately filled grading sheets. Thus, when there are conflicts on the provisions in the Academic Manual with those of the Student Manual, the Academic Manual must prevail. The Academic Manual is a later policy approved by the Board of Regents, hence in cases where it does not specifically uphold a policy previously approved, these are in effect revoked or amended by a recently approved policy on the same matter.
2. For your guidance and compliance.

cc: Vice Presidents, Chief Administrative Officer, Campus Directors, COA Office, Records, file.