



OFFICE ORDER NO. 1 - 2013

TO : ALL EMPLOYEES, VICE PRESIDENTS, ADCO MEMBERS
This University

SUBJECT : Composition of the IFSU Faculty and Staff Development (FSD) Committee

DATE : January 7, 2013

1. By virtue of the authority vested in me by RA 9720, an IFSU FSD COMMITTEE is hereby re-created with the following compositions, duties and functions:

a) **Composition-** It shall be composed of the following IFSU Personnel:

Chairperson : MRS. SANDRA IRISH C. MARQUEZ, Director for Human Resources & Dev't.
Members : ATTY. CANDICE G. BUYUCCAN, Chief Administrative Officer
: CAMPUS DIRECTOR of the Campus where the applicant belongs
: DEAN of the College where the applicant belongs
: DR. ROMMEL B. SUMEG-ANG, IFSUEU President
Secretary : MRS. EILENE B. BUGNAY

b) **Duties and Functions** - It shall perform the following duties and functions:

- a. Draws up the priority areas for scholarships/trainings needed each academic year in consultation with the other College Deans/Department Chairmen;
 - b. Keeps the faculty and Staff informed of grant opportunities as well as these policies and guidelines through supervisory bulletin, announcements during faculty meetings, and other means of communication;
 - c. Evaluates and recommends candidates for scholarships, fellowships and other forms of grants or human resource interventions;
 - d. Submits periodic report to the University President relative to the status and progress of the individual grantees based on submitted reports;
 - e. Monitors the performance of grantees during their scholarship to ensure that the scholars/grantees fulfill their scholarship obligations and that they shall finish their degree on time;
 - f. Recommends the imposition of sanctions on erring scholars and other grantees considering any violations on the provisions of the scholarship contract entered into by the scholar;
 - g. Keeps and maintains records relative to faculty and staff development; and
 - h. Ensures that each employee shall have undergone at least one human resource intervention during the year.
2. It shall continue to update policies, rules or guidelines of the FSDP of the University for consideration of higher authorities.
 3. The FSDP Committee shall be under the direct supervision of the University President;
 4. The committee shall evaluate and recommend all application for sabbatical leave.
 5. All other matters not mentioned herein will be referred to the university faculty and staff development policy.
 6. This order supersedes and revokes previous issuances that are inconsistent to it. It takes effect immediately and shall remain in effect unless terminated/revoked by competent authorities.
 7. For the commitment of all concerned offices and employees.

E2. When no notice of cancellation is given to and received by the FIRST PARTY, and the students-participants do not show up on the scheduled tour, or NO SHOW charge shall be collected from the second party of which amount is equivalent to the total consideration.

F. Miscellaneous
 In case of fortuitous events rendering the tour impossible to be conducted, the tour shall only be rescheduled without charge and no refund of consideration shall be made.

G. Venue of Suits
 The venue of any suits arising from this contract is the proper court of Tuguegarao City.

H. Effectivity

This contract becomes effective upon signing hereof by the parties
 IN WITNESS WHEREOF, the parties hereunto set their hands this

Hugao State University
 Second Party
 By: *[Signature]*
 DR. VICTORIA DILANAYAN
 Dean College of Education

APV TOURS
 First Party
 By: *[Signature]*
 5-6-11
 MR. ALBERT P. VALDEPENAS
 Manager/Tour Organizer

Signed in the presence of

MS. MARIA ROSSELLA G. JANDOC
 College Instructor

MRS. EDRALYN B. VALDEPENAS
 Finance Officer-APV Tours

Republic of the Philippines)
) S.S.

BEFORE ME, a notary Public for and Personally appeared the following

Name	Albert P. Valdepenas
CTC Nos	19741393
Placed Issued	Tuguegarao City
Date Issued	2 2 11