



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

file

OFFICE ORDER NO. 13- 2014

Subject : UNIVERSITY WORKING COMMITTEES
(Effective August 2014 – until revoked or revised)

Date : August 11, 2014

1. In line with 5th development goal of the University which is to pursue excellence in administration and governance, the following working committees are hereby organized/ created, to wit:

A. Faculty Promotion and Selection Board (FPSB)

Chairperson: Vice President, Academic Affairs
Vice Chairperson: Chief Admin Officer (IFSU Main)/ Campus Director of campus
where faculty is assigned/ to be assigned
Members: HRM Officer III
Head of the College/ Department where faculty is assigned/
to be assigned
President, Faculty Association of the Campus
Committee Secretary: HRMO personnel duly assigned

B. Non- Teaching Staff Promotion and Selection Board (NSPSB)

Chairperson: Chief Administrative Officer
Vice Chairperson: Campus Director of campus where staff is assigned/ to be assigned
Members: HRM Officer III
Head of concerned Department/Unit (2nd Level)
Representative of the Rank & File (1st Level) to be identified
by the Campus Directors
President, Non-Teaching Staff Association of the campus
Committee Secretary: HRMO personnel duly assigned

C. NBC 461 Committee

C.1. Evaluation Committee

Chairperson: Dr. Vicky Madangeng
Members: Dr. Teresita Allig - Representative from
Professor's Group
Dr. Freddie Caday - Representative from the
Associate Professor's Group
Mr. Nathaniel F. Dimog - Representative from the
Assistant Professor's Group
Faculty Association Presidents of Campus where the faculty belongs
Committee Secretary: HRMO personnel duly assigned

C.2. Review Committee

Chairperson: Vice President, Academic Affairs
Members: Campus Directors of Campus where the faculty belongs
Faculty Association Federation President

D. Faculty and Staff Development Committee (FSDC)

Chairperson: Chief Administrative Officer/Director, Administration
Vice Chairperson: Campus Director where the faculty or staff belongs
Members: VP for Planning and Resource Generation
VP for Academic Affairs
Faculty Association/ Non- Teaching Association President of

Section 2. Privileges of Member. Each member-institution shall be entitled to the following privileges:

- a. Representative and participation in meetings of the Executive Board and the General Assembly;
- b. Free copy of all publications and documents of PASUC;
- c. Liaison services; and,
- d. Any other privileges as may be granted by PASUC.

Section 3. Right to Vote. All active member-institutions shall have the right to vote.

ARTICLE IV ORGANIZATION

Section 1. Structure. The principal bodies of PASUC shall be the Executive Board, the General Assembly and the Secretariat. The Executive Board may create such bodies as may be necessary to carry out certain specific purposes.

Section 2. Executive Board. The Executive Board shall be the highest policy making body of PASUC. It shall be composed of all the presidents or heads of Member-Institutions elected from among the presidents who are members of the assembly. The composition of the Board shall include four faculty club presidents representing Luzon, Visayas, Mindanao and National Capital Region (NCR), respectively, elected by them from the faculty club presidents who are members of the assembly and four presidents of the Non-Academic Staff Association (NASA), likewise to represent Luzon, Visayas, Mindanao and NCR, respectively, elected from among the NASA presidents who are members of the assembly. The Executive Board shall be responsible in executing the policies and guidelines set by the general assembly.

Section 3. There shall be a PASUC Regional Association headed by the Chairman.

Section 4. The domicile of the association shall be in Metro Manila. The Executive Board may hold business meetings in other regions of the association.

campus where applicant belongs
Committee Secretary: HRMO personnel duly assigned

E. (Program on) Awards and Incentives for Service Excellence (IFSU PRAISE)

Chairperson: Chief Administrative Officer
Members: All Vice Presidents
Campus Director of Campus where awardees are based
HRM Officer III
President, IFSU Employees Union
Committee Secretary: HRMO personnel duly assigned

F. University Bids and Awards Committee (UBAC)

F.1. BAC for all University Infrastructure & Procurement Projects for bidding

Chairperson: Dr. Juliet Daniels, Director of Finance Dept.
Members: Engr. Jose Binwag Jr., Director, General Services
Ms. Rachel Guman, Internal Control Unit Officer
Mr. Michael Pinkihan (IT Specialist)
Ms. Carmen Baguilat

Secretary: Ms. Generose S. Ognayon
Canvasser: Mr. Alfonso Gumangan

F.2. BAC for all procurements through shopping in Main/ Lamut Campus

Chairperson: Dr. Juliet Daniels, Director of Finance Dept.
Vice Chairperson: Engr. Loinaz Dulawan (Engineering)
Members: Ms. Rachel Guman (Internal Control Unit Officer)
Mr. Michael Pinkihan (IT Specialist)
Ms. Carmen Baguilat

Secretary: Ms. Generose S. Ognayon
Canvasser: Mr. Alfonso Gumangan

F.3. BAC for all procurements through shopping in Potia Campus

Chairperson: Dr. Juliet Daniels, Director of Finance Dept.
Vice Chairperson: Mr. Joebert B. Jacinto
Members: Mr. Rhoderick Dasalla (Engineering)
Mr. Roderick Vicente (IT Specialist)
Mr. Keneth Ancheta

Secretariat: Ms. Sisa Gamboc
Canvasser: Mr. Jun Saguid

F.4. BAC for all procurements through shopping in Lagawe Campus

Chairperson: Dr. Juliet Daniels, Director, Finance
Vice Chairperson: Ms. Dominga Lunag
Members: Mr. Mike Buyuccan (Engineering)
Mr. Joel Pinkihan (IT Specialist)
Mr. Donato Ngabit

Secretariat & Canvasser: Mr. Alex Dumanop

G. Inspection Committee/ Team for all Bided Projects

Chairperson: Mr. Telesforo Pugong, Jr.
Members: Engr. Loinaz Dulawan
Mr. Ricardo Mayangao III (IFSU Main)
Engr. Richard Dasalla (Potia Campus)
Mr. Edward Baliwang (Lagawe Campus)





H. Food Preparation and Serving

Chairperson: Department Chairperson (BSHT/BSHRM Programs)
Members: All Food/ Home Tech/ HRM Teachers and Students

I. Committee on Employees' Housing and Cottages

Chairperson: Chief Administrative Officer, IFSU Main
Campus Directors, Satellite Campuses
Vice Chairperson: Director/ Head, General Services Office
Members: Director, DSSD
Director, NSTP
Highest Ranking Administrative Officer of the Campus
IFSU Security Officer

J. Student Housing/ Dormitories/ Cottages

Chairperson: Director/ Coordinator Student Services and Development
Vice Chairperson: Chief, Student Housing Section
Members: Director/ Head, General Services Office
Chief Administrative Officer Concerned
IFSU Security Officer

K. IFSU- iHome/CAVA Habitat Student Heritage Village Committee

Chairperson: Local Management Committee (LMC) Chairpersons
IFSU Main – Dr. Napoleon Taguling
IFSU Lagawe – Campus Director (Dr. Mary Caclini)
IFSU Potia – Campus Director (Dr. Ricardo Ildefonso)
IFSU Tinoc – Campus Director (Dr. Jose Daniels)
Members: Dormitory/ Cottage Master/ Matron
In- Charge Recruitment Committee

L. Grievance/Mediation Committee for Employees (employee vs employee or student vs employee)

Chairperson: VP Telesforo Pugong, Jr.
Members: Campus Director of Campus where employee belongs
Employees Union President in the campus where the employee belongs
USSG President (when a student complains of an employee) in the campus where the employee belongs
Committee Secretary: HRMO personnel duly assigned

M. Formal Investigation Committee for Employee's cases

Chairperson/ Hearing Officer: Atty. Candice Buyucan, Chief Administrative Officer and University Legal Counsel
Members: Campus Directors of campus where employee belongs
Highest Ranking Administrative Officer of Campus where employee belongs
USSG President (when a student complains an employee) in the campus where the employee belongs
President, Employees Union or his representative
Committee Secretary: HRMO personnel duly assigned

N. Formal Investigation Committee for Student's Cases & Reports of Violation

Chairperson: Director, DSSD
Members: Campus Director of campus where student is enrolled
USSG/ President
Advisers, USSG/ VLPCC
Head of the College/ Department Concerned
Class Adviser



