



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


File

OFFICE ORDER NO. 3 -2013

Subject : COMPOSITION OF THE TECHNICAL WORKING GROUP (TWG) OF THE RESEARCH, DEVELOPMENT AND EXTENSION (RDE) PROJECT ON CLIMATE CHANGE PROGRAM OF STATE UNIVERSITIES AND COLLEGES (SUCS) IN THE CORDILLERA ADMINISTRATIVE REGION (CAR)

Date : April 22, 2013

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1. By the authority vested in me as the overall program leader of the project entitled: "RDE Project on Climate Change program of SUCs in the CAR", a Technical Working Group (TWG) is hereby organized to be composed of the following to wit:
 - Chairperson : DR. ZACARIAS BALUSCANG, JR.
 - Members : DR. ROBERT NGIDLO – IFSU
 - : DR. JOVITA SAGUIBO – KASC
 - : DR. MARIA LUZ FANG-ASAN – BSU
 - : DR. RONALD OCAMPO – ASC
 - : MR. VIC ATO – ASIST
 - : DR. NOEL DEPALOG – MPSPC
 - Project Staff : MR. LEO MAGASTINO
 - Project Secretariat: MS. CHERRY ANN BUMIDANG
 - : MR. KHRISLEE MAGATOLMI
 2. The functions are as follows:
 - 2.1. Technical Working Group – The implementing body of the project. They shall lead in the implementation of the project activities. They may propose policies, guidelines and regulations for the smooth and proper implementation of the project activities and if needed recommend changes in the project activities and timetables for approval by the MC.
 - 2.2. Project Technical Staff (PTS) and Secretariat – Assist the Program Coordinators and the TWG in all their meetings and activities. Also, the PTS works full-time for the successful implementation of the project activities.
 3. Remuneration of the TWG, Project Staff and Secretariat shall be those allowed in the project proposal and within terms and conditions as prescribed by the Commission on Higher Education.
 4. For the commitment of all concerned offices and employees.


SERAFIN L. NGOHAYON, PhD
University President



ORDER NO. 101

THE UNIVERSITY OF CALIFORNIA
SCHOOL OF EDUCATION
400 RIVERSIDE DRIVE
RIVERSIDE, CALIFORNIA 92506

DATE: 10/15/70

MEMORANDUM
TO: [Name]
FROM: [Name]
SUBJECT: [Subject]

1. The purpose of this memorandum is to inform you of the results of the study conducted by the [Name] regarding the [Subject]. The study was conducted over a period of [Time] and the results are as follows: [Details]

2. The results of the study indicate that [Details]. It is recommended that [Action]

3. The [Name] is available for further information regarding this study. Please contact [Name] at [Phone Number].