



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

**OFFICE ORDER NO. 7, Series 2013**

**SUBJECT : CONSTITUTION OF THE SCREENING COMMITTEE AND CONSULTATION SCHEDULES**

**DATE : JUNE 10, 2013**

1. In relation to the on going search for new set of University Officials to be designated as contained in Office Order No. 5, s. 2013, and in living up with one of our guiding principles which is "participatory decision making", a series of consultation on the matter will be undertaken;
2. There is a need to form a Screening Committee to assist the University President in the conduct of said consultation. The Search Secretariat is to join the University President during campus scheduled consultation, to help facilitate the activity including the conduct of employees' preference survey through secret balloting to get the general sentiment which will guide the University President in organizing the new set of university officials for SY 2013-2014/ 2015. The Search Secretariat shall be composed of the following:
  - Chairperson : Serafin L. Ngohayon
  - Vice Chairperson : Atty. Candice Gullon
  - Members : Mr. Warren Tayaban
  - : Mr. Julian Nangpuhan
  - : Ms. Cherry Bumidang
  - : Ms. Generose Ognayon
3. A consultation with all employees (incumbent permanent and hired contractual) and a representative group of student leaders (5 each from the Campus' Student Supreme Council - SSG and Vocational Leaders of the Philippines College Chapter - VLPCC) will be conducted in every campus, to wit:
  - June 13, 2013 - IFSU Potia Campus
  - June 14, 2013 - NSTP Main/Lamut Campus
  - June 17, 2013 - IFSU Main/ Lamut Campus
  - June 19, 2013 - IFSU Tinoc Campus
  - June 20, 2013 - IFSU Lagawe Campus (simultaneous with the general orientation)

For College Deans, five (5) officers from their Student Body Organization shall join the consultation in lieu of the USSG, VLPCC Officers. For PE and NSTP, five (5) officers from the Sports Club and ROTC shall join the consultation respectively.

Further consultation per colleges/ departments/ units maybe conducted if necessary.

4. The consultation shall have the following flow of activities:
  - Invocation -
  - National Anthem -
  - Welcome Remarks - Campus Director
  - Statement of Purpose - Dr. Serafin L. Ngohayon
  - Open Forum: Comments and Suggestions -
  - Presentation of Plan for the Positions -
  - by the applicants/ nominees
  - Intermission -
  - Casting of Votes by Secret Balloting -



ORDER NO. 3, Series 2013

**CONSTITUTION OF THE SCREENING COMMITTEE AND CONSULTATION SUBCOMMITTEE**

JUNE 10, 2013

In addition to the on going search for new members of University Officials to be completed as outlined in Order No. 2, 2013, and in light of the fact that our guiding principle is "a transparency driven process", a series of consultation on the matter will be conducted.

To form a Screening Committee to assist the University in the search for new members of University Officials, the Search Committee is to form the University Search Committee. The Search Committee is to be composed of members of the University community, including faculty, staff, and students. The Search Committee will be responsible for developing and implementing the search process, including the development of a search plan, the formation of a search pool, and the selection of candidates for consideration by the University Board of Regents.

- The Search Committee shall be composed of the following members:
- Chairman: Mr. Julian Rodriguez
  - Members: Mr. Chris Gaudin, Mr. James Taylor, Mr. Carlos Garcia, Mr. James Taylor, Mr. Carlos Garcia, Mr. Julian Rodriguez

In consultation with all employees (permanent, permanent and fixed contract) and a representative group of student leaders, a Search Committee will be formed. The Search Committee will be responsible for developing and implementing the search process, including the development of a search plan, the formation of a search pool, and the selection of candidates for consideration by the University Board of Regents.

- The Search Committee shall be composed of the following members:
- June 10, 2013 - 10:00 AM - 11:00 AM
  - June 11, 2013 - 10:00 AM - 11:00 AM
  - June 12, 2013 - 10:00 AM - 11:00 AM
  - June 13, 2013 - 10:00 AM - 11:00 AM
  - June 14, 2013 - 10:00 AM - 11:00 AM
  - June 15, 2013 - 10:00 AM - 11:00 AM

The Search Committee shall be composed of the following members: (2) officers from the Student Body Organization and two (2) officers from the Search Committee and ROTC shall join the committee respectively.

The Search Committee shall be composed of the following members: (2) officers from the Student Body Organization and two (2) officers from the Search Committee and ROTC shall join the committee respectively.

The Search Committee shall have the following list of activities:

- 1. Develop a search plan for the position.
  - 2. Form a search pool of candidates.
  - 3. Interview candidates.
  - 4. Present recommendations to the University Board of Regents.
  - 5. Provide regular reports to the University Board of Regents.
  - 6. Assist in the implementation of the search process.
- Campus Director  
 Dr. Stephen L. Robinson

Counting and Sharing of Result	- Selection Committee
Open Forum of other Issues and Concerns	-
Closing Prayer	-

*Note: All unfilled parts of the program shall be filled by the Campus Director*

5. Only applicants/ nominees who passed the basic qualification requirements will be included in the final list of applicants/ nominees. Applicants/ nominees will be rated and ranked using the following criteria:
  - a. Plan (Clarity and applicability of plan, vision, mission, goals and objectives for the unit being applied for vis-à-vis University VGMO) - 25%
  - b. Performance in previous 3 years (based on PES and supervisor's rating) - 25%
  - c. Acceptability to stakeholders - 50%
6. The university president may exercise his discretion to nominate anybody to any of the positions vacant for inclusion in the evaluation especially in positions where no one was either nominated/ applied;
7. In positions with only one nominee/applicant, the stakeholders will still give their preference on his/her acceptability and only those who will garner at least 51% of the support of stakeholders will be considered for designation otherwise the position will be reopened for nomination/ application.
8. The current applicants/nominees are in the attached list.
9. For the information, commitment and guidance of all.



**SERAFIN L. NGOHAYON, Ph. D.**  
University President

*Copy furnished: All ADCO Members, Campus Directors for posting in campuses, Faculty Federation President, Employees Union President*

All ranked parts of the program shall be filed by the Campus Director

Only applicants/nominees who passed the final qualification requirement will be included in the final list of applicants/nominees. Applicants/nominees will be rated and ranked using the following criteria:

- 1. Acceptability to stakeholders
- 2. Performance in previous 3 years (based on SES and supervisor's rating)
- 3. Being applied for via e-vis University (VOM)
- 4. Plan (Clarity and applicability of plan, vision, mission, goals and objectives for the unit)

5. The University president may exercise his discretion to nominate anybody to any of the positions vacant for inclusion in the evaluation especially in positions where no one was nominated/ applied;

6. In positions with only one nominee/ applicant, the stakeholders will still give their preference for further acceptability and only those who will garner at least 21% of the support of stakeholders will be considered for designation otherwise the position will be referred for nomination/ application.

- 7. The current applicant/nominee are in the attached list.
- 8. For the information, commitment and guidance of all.

  
 SERAFIN L. NGONKWA, Ph. D.  
 University President