



Republic of the Philippines

IFUGAO STATE UNIVERSITY

Nayon, Lamut, Ifugao

OFFICE ORDER NO. 10- 2011

Subject : Management, Care and Utilization of the Center for Foreign and Japan Studies

Date : August 15, 2011

1. The Center for Foreign and Japan Studies was established to provide a suitable and convenient venue for high level discussions and meetings with and among international and national visitors and partners to foster intercultural understanding. It was equipped through a generous grant from the Government of Japan.
2. Due to the observed deterioration of the Center, its equipments and facilities, there is a need to institute reforms towards restoring the grandeur of the center and ensure its sustainable use. Thus, the following are prescribed, to wit:
 - a. Management of the Center will be assumed by the Office of the President through the Acting Board and University Secretary, Mr. Leudane L. Loñez;
 - b. Care and maintenance of the Center shall be the responsibility of the Acting Board and University Secretary with the help of Mrs. Solina Juguiad and an Student Assistant;
 - c. The new center in-charge (Mr. Lonez) shall inventory the center properties, retrieve those that were taken out, condition all equipments, re-structure the center set-up and assume responsibility of all the center properties under memorandum receipts in his name;
 - d. Requests for the utilization of the center shall be coursed through the Acting Board and University Secretary at least 5 days before the expected date of use. All requests must state important information such the purpose (WHY), the participants (WHO) and the specific date/s and time (WHEN) of use. The in-charge reserves the right to approve the utilization of the center ensuring that the use is in consonance with its purpose stated above;
 - e. All users must commit to abide by the center rules and regulations and ensure that the room is returned to Mr. Lonez as clean and as orderly as when it was received;
 - f. All users must leave their shoes/ slippers in the designated place in the door entrance and use the sleepers provided for use inside the center;
 - g. As much as possible, food and drinks must not be brought inside the center except when extremely necessary;
3. The Center In-Charge has the right to ban anybody or any group from entering/ using the center for wanton disrespect or disregard of the center's rules and regulations.
4. This order takes effect immediately and shall remain in force until rescinded by competent authorities.


SERAFIN L. NGOHAYON, PH.D.