



Republic of the Philippines

IFUGAO STATE UNIVERSITY

Nayon, Lamut, Ifugao

OFFICE ORDER NO. 14 – 2011

Subject: Standard Fees for Various Services by the University as per Executive Order Nos. 159 & 197 and BOT Resolution Nos. 766 & 865.

Date: October 18, 2011

1. Executive Order (E.O.) Nos. 159, s. 1994 and No. 197, s. 2000 and DOF-DBM joint Circular No. 2000-2 s. 2000, further reiterated by DOF-DBM joint Circular No. 2-04, s. 2004 authorized and empowered government agencies, like IFSU, to impose and collect fees/charges for the services they render to their clients to enhance their capacity to render better services;
2. This Office Order aims to clearly stipulate the various services and the corresponding fees to be collected as per Board of Trustees Resolution Nos. 766 and 865 to wit:
 - a. Issuance of Service Records - Php 30.00/page
 - b. Endorsement Letters to External Bodies - Php 30.00/page
 - c. Consultation Fees in the University Clinic, IFOEC and other Health Centers
(*Except IFSU Students and Employees*) - Php 50.00
 - d. Treatment of wounds and injuries
(*Except IFSU Students*) - Php 100.00/treatment
 - e. Issuance of Various Certifications
 - e.1. Good Moral Character - Php 30.00/page
 - e.2. No Pending Administrative Case - Php 30.00/page
 - e.3. Copy of Oath of Office - Php 30.00 /page
 - e.4. Certification of Grades - Php 30.00/page
 - e.5. Medical Certificate - Php 30.00 /page
 - e.6. All PAG-IBIG & GSIS related matters - Php 30.00/page
 - e.7. Others of similar nature - Php 30.00/page
 - f. Sworn Statement Subscription - Php 30.00 /page
3. Payment of said fees are done in the cash section (cashier's office) of the University or in the servicing office provided an Official Receipt will be issued.
4. The collected amount shall be deposited in the University's trust fund under subsidiary ledger indicating the office/unit where the certification came from. The fund will be used to further improve the services of the offices/units concerned.
5. For the strict compliance of all concerned.


SERAFIN L. NGOHAYON, PH.D.
University President