



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

OFFICE ORDER NO. 17 - 2012

**TO** : THE DIRECTOR FOR HUMAN RESOURCES AND DEVELOPMENT  
AND ALL CONCERNED UNIVERSITY PERSONNEL

**SUBJECT** : Composition of the Faculty and Staff Development Program (FSDP)  
Committee

**DATE** : September 24, 2012


1. By virtue of the authority vested in me by RA 9720, an IFSU COMMITTEE FOR FSDP is hereby re-created with the following compositions, duties and functions:

a. **Composition** - It shall be composed of the following IFSU personnel:

Chairperson : Mrs. Sandra Irish Marquez, Director for Human Resource and Development  
Members : Mrs. Anita Nam-on, Chief Administrative Officer (Non-Teaching Staff)  
Campus Director of the Campus where the applicant belongs  
Dean of the College where the applicant belongs  
Dr. Rommel Sumeg-ang, IFSUEU  
Mrs. Fedelym Pugong (Committee Secretary)

b. **Duties and Functions** - It shall perform the following duties and functions:

- a. Draws up the priority areas for scholarships/trainings needed each academic year in consultations with the other College Deans/Department Chairmen;
  - b. Keeps the faculty and staff informed of grant opportunities as well as these policies and guidelines through supervisory bulletin, announcements during faculty meetings, and other means of communication;
  - c. Evaluates and recommends candidates for scholarships, fellowships and other forms of grants or human resource interventions;
  - d. Submits periodic reports to the University President relative to the status and progress of the individual grantees based on submitted reports;
  - e. Monitors the performance of grantees during their scholarship to ensure that the scholars/grantees fulfill their scholarship obligations and that they shall finish their degree on time;
  - f. Recommends the imposition of sanctions on erring scholars and other grantees considering any violations on the provisions of the scholarship contract entered into by the scholar;
  - g. Keeps and maintains records relative to faculty and staff development; and
  - h. Ensures that each employee shall have undergone at least one human resource development intervention during the year.
2. It shall continue to update policies, rules or guidelines of the FSDP of the University for consideration of higher authorities.
  3. The FSDP Committee shall be under the direct supervision of the University President;
  4. The committee shall evaluate and recommend all application for sabbatical leave.
  5. All other matters not mentioned herein will be referred to the university faculty and staff development policy.
  6. This order supersedes and revokes previous issuances that are inconsistent to it. It takes effect immediately and shall remain in effect unless terminated/revoked by competent authorities.
  7. For the commitment of all concerned offices and employees.

  
SERAFIN L. NGOHAYON, PhD  
University President

Cc: VPs, Deans, Department Chairmen, Campus Directors, Records, File