

Remy Cruz



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

OFFICE ORDER No. 1, s. 2015

Subject : Formation of a Hearing Committee of the University related to Administrative Cases against Employees

Date : February 9, 2015

1. In line with the 5th goal of the University which is to pursue excellence in administration and governance and the fair dispensation of the authority to discipline employees vested on the University President as head of the University, there is a need for the creation of a Hearing Committee to ensure the smooth flow of the IFSU's Internal Rules and Procedures in Administrative Cases.
2. The Hearing Committee shall be composed of the following:
Chairperson : Chief Administrative Officer/ University Legal Counsel
Members : Vice President for Academic Affairs
: President, Federated Faculty Associations or his duly authorized representative
: President, Federated Student Supreme Councils or his duly authorized representative
: President of the IFSU Employees Union or his duly authorized representative
Secretariat/Recorder : HRMO/ University/ Board Secretary
3. The Hearing Committee serves as an investigation arm to conduct Formal Investigation of a case at hand upon an issued Order from the Disciplining Authority if the later finds respondent's answer unsatisfactory, or that there's a need for more thorough evaluation of evidence to arrive at a judicious disposition of the case, or when the respondent opts to be assisted by a counsel of his own choice after the issuance of a formal/notice of charge.
4. In the conduct of hearing, the Committee must be guided by the University Code and other pertinent issuances and by the Revised Rules on Administrative Cases in the Civil Service and other pertinent issuances from the Civil Service Commission.
5. For the information, commitment and guidance of all.

Atty. C. Bayan -

VP Acad - JP 02/12/15

(P) Mr. J. Agobayan -

(L) Mr. Roy Kintuyan -

(P) Mr. Arthur Gubacan -



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