



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

OFFICE ORDER NO. 9 - 2014

TO : ALL EMPLOYEES
This University

SUBJECT : Prudent printing and photocopying of official communications, letters, etc.

DATE : May 12, 2014

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1. In our unified efforts to contribute to national development as contained in Executive Order No. 2, s. 2011 signed by President Benigno Simeon C. Aquino III and with our University's goal to pursue excellence in administration and governance, prudence in printing and photocopying of documents is hereby issued to all offices in Ifugao State University, to wit:
 - a. Changing of all computer typefaces into **Garamond** font prior to printing and/or photocopying of documents. As per study by Mirchandani, et al. entitled: *A Simple Printing Solution to Aid Deficit Reduction*, Garamond font is proven to be cost effective against all other typefaces;
 - b. Printing and photocopying of colored documents should be strongly avoided unless in extreme cases where other agencies require colored outputs; and
 - c. Use of letterhead is not recommended for inter-office communications.
 2. This order shall remain in effect unless terminated/revoked by competent authorities.
 3. For the commitment of all concerned offices and employees.


SERAFIN L. INGOHAYON, PhD
University President

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