



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

**OFFICE ORDER NO. 4 - 2011**

**Subject :** *Formation of an IFSU Website Committee, its composition, duties and authority*

**Date :** **April 5, 2011**

1. In line with the pursuit of the 5 major development goals of the University, there is a need to establish a functional, easy to access and navigate, informative and reactive website/ webpage of the university to reach out to its clients here and abroad.
  2. Thus, an IFSU Website Committee is hereby created with the following circumstances:
    - A. Composition. It shall be composed of the following employees of the university.

Chairperson/ Overall Coordinator	: Ryan R. Tejada
Assistant Chairperson/ Coordinator	: Roderick Y. Vicente
Members	: Anna Leah D. Buyayo
	: Stradivary D. Caro
	: Michael D. Pinkihan
	: Eva Marie C. Dugyon
	: Luz B. Duria
    - B. Duties. The Website Committee is hereby tasked to do the following:
      1. Work for the immediate revision of the current/ existing IFSU Website/ Webpage integrating the following features/ characteristics:
        - a. Simple but effective and efficient design;
        - b. Easy to access anywhere and anytime;
        - c. Very informative to all stakeholders and clients of the university;
        - d. Interactive and reactive
      2. Report and work continuously on the task within a period of 25 working days;
      3. Acquire the needed computer hardware and software, install in appropriate locations and ensure that they function and operate properly;
    - C. Authority. The Website Committee is hereby authorized to:
      1. Work on their tasks in the IFSU Main Campus preferably in any of the lodging facilities and the office of the president;
      2. Have full access to information needed in building the website from all campuses/ offices. Campus Directors are hereby instructed to attend to the committee's request for information and support their data gathering activities;
      3. Travel when necessary under official business/ time subject to approval of the undersigned.
    - D. Compensation. Subject to existing laws, rules and policies, the services rendered by every member of the committee shall be converted into Service Credit after completion of documentary requirements. The Department of Human Resource and Development is hereby instructed to assist the employees for this purpose.
3. The Website Design and Content shall be approved by the undersigned before it is uploaded and be accessible in the worldwide web.
  4. The budget needed for the establishment of the website and to support the operation of the committee shall be a priority chargeable against allowable allocations.
  5. For the information, guidance and commitment of all concerned.

**SERAFIN L. NGOHAYON, Ph.D.**  
President

CC: *Campus Directors, Deans and Directors, In-charge of lodging facilities*

