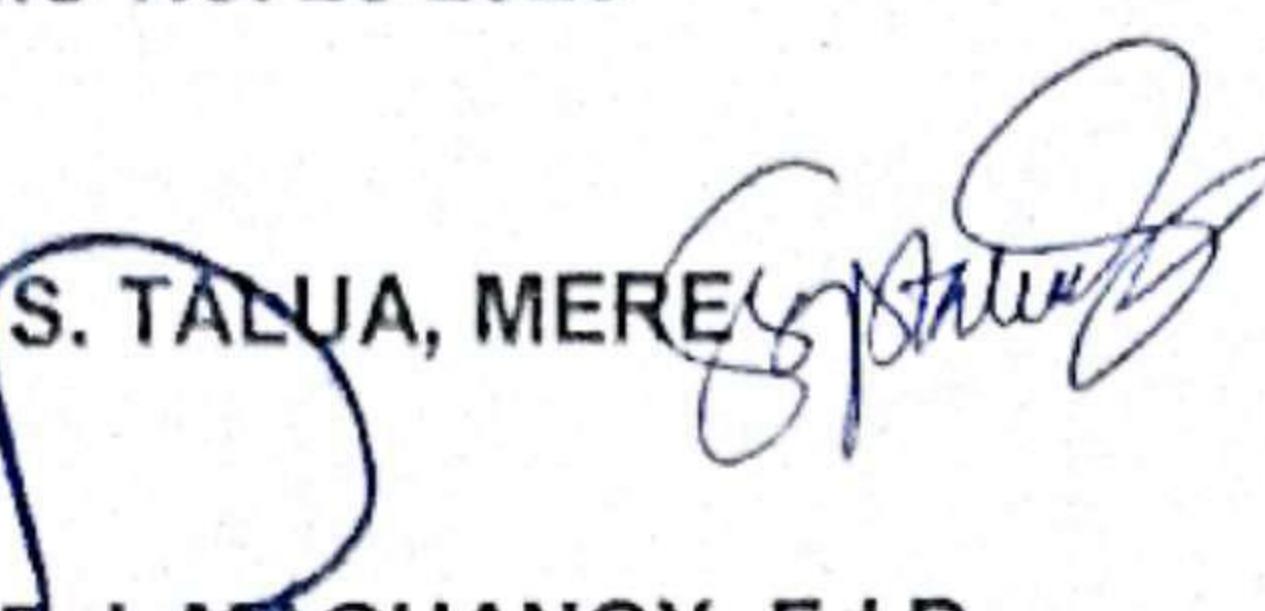




OFFICE OF THE COLLEGE DEAN
INDUSTRIAL TECHNOLOGY

SKSU_ISU_CIT_MEMO No. 28 2025

To : GLENN S. TALUA, MERE 
From : CHARLIE J. MAGHANOY, Ed.D.
Dean, College of Industrial Technology
Subject : OFFICER-IN-CHARGE
Date : MAY 13, 2025

You are hereby directed to act as Officer-in-Charge(OIC) of the College of Industrial Technology on May 13, 2025 while the Dean is on official on travel leave.

Thus, the undersigned humbly request you to perform the following task:

1. Carry out the usual task assigned to the College Dean;
2. Oversee the College and monitor the regular work of personnel;
3. Ensure the safety and well-being of employees and students;
4. Maintain the cleanliness and orderliness of the college;
5. Coordinate with the undersigned regarding transactions requiring his attention and consent; and
6. Perform other tasks assigned from time to time.

For your information and guidance