



Republic of the Philippines
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October 1, 2025

ROMMEL M. LAGUMEN

Campus Director
SKSU – Isulan Campus
Isulan, Sultan Kudarat

Dear Sir:

This is to formally request your approval and support for the data gathering initiative by the Alumni Office. We are initiating an effort to update and track the employment records for all our graduates spanning the years 2019 to 2024. This initiative is foundational to our mission to track alumni success and maintain current institutional statistics.

This update is vital because accurately tracing the employability of our graduates is needed for our yearly campus reports and is a key component of our ongoing program accreditation process that must be provided during every cycle. The integrity and completeness of this information directly impact our institutional compliance and serve to validate the success of our academic programs.

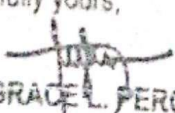
To fast-track and ensure the accuracy of this essential data, we require the assistance of the Colleges. We believe that the Program Chairmen, who are closest to the graduates within each College, are best positioned to help us.

We respectfully request your approval to request the assistance of all College Deans to, in turn, enlist the participation of all Program Chairmen to collaborate with the Alumni Office by tracking and verifying the current employment status (employed or unemployed) for each graduate. This also includes inputting the graduate's updated contact number or social media account, if available, to facilitate future follow-up by the Alumni Office.

Your endorsement of this collaboration will ensure the Alumni Office receives the necessary support to efficiently update the status of our graduates, meeting the required elements for our reports and accreditation.

Thank you for your prompt attention and support in this matter.

Respectfully yours,


MARY GRACE L. PEROCHO
SKSU – Isulan Campus, Alumni Coordinator

Approved / Disapproved:


ROMMEL M. LAGUMEN
Campus Director