



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
EJC Montilla, City of Tacurong, 9800
Province of Sultan Kudarat

0905.07000 sksu.edu.ph | sksu@sksu.edu.ph | (0941) 200-7330

Office of the Campus Director
Isulan Campus

OFFICE MEMORANDUM No. 60, Series 2024

TO: BENEDICT A. RABUT, DIT
Dean, College of Computer Studies

ROMMEL M. LAGUMEN
Dean, College of Engineering

ABRAHAM S. ACCAD
Dean, College of Industrial Technology

FROM: ELMER C. BUENAVIDES, DIT
Campus Director

SUBJECT: OFFICERS-IN-CHARGE (OIC)

DATE: November 13, 2024

You are hereby directed to act as Officers-in-Charge (OIC) of the campus while the Director is on official travel from November 14-15, 2024 to act as a Resource Person in Water District Training and Development for its Personnel. As such you are humbly requested to perform the following:

1. Oversee the campus and monitor the regular conduct of classes.
2. Ensure the safety and well-being of the employees and students.
3. Maintain cleanliness and orderliness of the campus.
4. Remind the personnel that lights in outdoor areas and well-lit offices are turned off during the day. Unplug all appliances before leaving the office. Air conditioners should be turned on at 9:00 AM and turned off at 3:00 PM.
5. Perform other tasks as deemed necessary.

For your information and compliance.