



**OFFICE OF THE COLLEGE DEAN**  
**INDUSTRIAL TECHNOLOGY**

**SKSU\_ISU\_CIT\_MEMO No. 16 2024**

**To : DIFFERENT MAJOR COORDINATORS OF THE COLLEGE OF INDUSTRIAL TECHNOLOGY**

**From : CHARLIE J. MAGHANOY, Ed.D.**  
Dean, College of Industrial Technology

**Subject : SUBMISSION OF LABORATORY NEEDS WITH COMPLETE SPECIFICATIONS AND DESCRIPTIONS (WORTH 5M)**

**Date : APRIL 3, 2025**

In line with the initiative to enhance laboratory facilities and improve research capabilities, you are hereby directed to submit a comprehensive list of laboratory needs for your respective majors. The total cost must be exactly **833,333.33** per major including complete specifications, descriptions and justification for the equipment and materials listed.

This initiative presents a significant opportunity to improve laboratory resources. Please ensure that your submissions are complete and precise. The deadline for submission will be on **April 3, 2025 exactly 12:00 noon**. Failure to comply within the given timeframe may result in your department not receiving the necessary funding and support for laboratory improvements.

Your immediate action is highly encouraged.

For your information, guidance and action.