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OFFICE OF THE CAMPUS DIRECTOR

Date: 12-3-24

TO/FOR: SIR DOMINGO & SIR PERIM

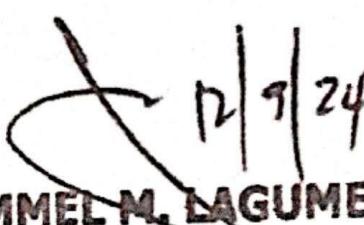
Subject: EXTENSION ACTIVITY

Action/s Needed:

- for your information and perusal
- for appropriate action/compliance
- for comments/suggestion/recommendation
- for signature/Approval
- please come for a meeting/briefing

Remarks:

for implementation


12/9/24
ROMMEL M. LAGUMEN
CAMPUS DIRECTOR



November 29, 2024

ROMMEL M. LAGUMEN

Campus Director - Isulan
Sultan Kudarat State University

Thru: **RANDY T. BERINA**
Dean - College of Industrial Technology

Dear Sir,

The undersigned formally request to be exempted from proctoring duties during the final examination week, along with following faculty members who are actively involved in the project entitled "*Scaling Up Bungulan Bananas and Taro-Based Enterprises in Lake Sebu, South Cotabato*"—funded by the Department of Agriculture - Bureau of Agricultural Research (DA-BAR).

1. Ms. Jena Mae M. Fatagani
2. Ms. Realyne A. Pahunar
3. Mr. Charlie J. Maghanoy

These faculty members play vital roles in the success of the project's activities, particularly in the upcoming **Training-Workshop on Food Safety, Current Good Manufacturing Practices (cGMP), and Basic Food Analysis and Handling**, scheduled for December 12–13, 2024. This event aims to empower members of the Lake Sebu Indigenous Women Farmers Association (LASIWFA) and is part of the college's extension initiatives.

Their expertise and active participation are crucial to achieving the training objectives effectively. As such, I kindly request their temporary exemption from institutional duties during this period to allow them to fully contribute to this significant activity.

We sincerely appreciate your understanding and support of this endeavor, which not only benefits the target community but also aligns with our institution's mission of community service and development.

Sincerely,

CYRIL JOHN A. DOMINGO
Project Leader

Recommending Approval:

RANDY T. BERINA
Dean - College of Industrial Technology

Approved by:

12/01/24