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OFFICE OF THE PRESIDENT

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(Travel within the region)

No. _____

Date _____

Departure Date : February 21, 2025

Return Date : February 28, 2025

Station : Isulan-Campus

Destination : T'boli NHS, Edwards NHS, Lamlan NHS, Tantangan Trade NHS, Libertad NHS.

Purpose : TO CONDUCT A CAREER INFORMATION DRIVE 2025

Official Time

Official Business

(For Group Travel)

Accompanied by:

1. Abraham Accad

2. Mildred Accad

3. Randy Berina

4. Jena Mae Valerio

5. Josue Guinon

6. Kristian Jay Cabañal

7. Marilyn Juezan

8. Yzyl Domingo

Vehicle shall be provided:

Yes _____

Not Necessary _____

Remarks _____

NOTED BY: _____

ROMMEL M. LAGIMERA

Campus Director

RECOMMENDING

APPROVAL:

APPROVED BY:

SAMSON L. MOLAO, EdD

University President

MARITES B. SAVA, EdD

VPAA

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that the above-mentioned name/s actually appeared in this office during

_____ to _____ This certification is issued upon his/her request as evidence.



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

Office of the Chief Administrative Officer

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
FINANCE DIVISION

Date: 02/12/2025

TO/FOR: OFFICE OF THE UNIV. PRES.

Subject: AD attached


Actions Needed:

- ☐ For your information and perusal
- ☐ For appropriate action/compliance
- ☐ For comments/suggestion/recommendation
- ☒ For signature/approval
- ☐ Please come for a meeting/briefing

Remarks:

Provided:

- *Budgetary requirements are programmed in the Work & Financial Plan for 2025.*
- *meals/snacks, supplies/materials must undergo procurement process.*


SHAIRA KARISSA J. CIPRIANO, CPA, MBA
Chief Administrative Officer for Finance

2/n

RECEIVED

FEB 13 2025

DATE

SULTAN KUDARAT STATE UNIVERSITY
OFFICE OF THE VICE PRESIDENT
RECEIVED
CONTROL NO. 25-00051
DATE: 1-2-25
BY: [Signature]

ACTIVITY DESIGN

I. BASIC INFORMATION

Title : CAREER INFORMATION DRIVE 2025/
CAREER GUIDANCE OF THE COLLEGE OF
INDUSTRIAL TECHNOLOGY

Proponent: : COLLEGE OF INDUSTRIAL TECHNOLOGY

Coordinator : RANDY T. BERINA, MAT
Dean, College of Industrial Technology

JENA MAE F. VALERIO, MAT
BTVTEd Program Chairperson

MICHAEL C. ARRIVAS, MAT
BSIT Program Chairperson

MAJOR FACULTY Members

Implementing Agency : SULTAN KUDARAT STATE UNIVERSITY

Target Participants : GRADUATING SENIOR HIGH SCHOOL
STUDENTS (GRADE 12)

Areas/Venue : SELECTED SENIOR HIGH SCHOOLS
WITHIN SULTAN KUDARAT AND SOUTH
COTABATO

Duration : 3 DAYS

Covering Date : FEBRUARY 26-28, 2025

Source of Fund : Fund 164 - ISSUED - 612 [Signature]

Budget : 39,614.2

II. RATIONALE

The Career Guidance Program is conducted to help Grade 12 graduating students make informed decisions about their higher education and future careers. As they transition from senior high school to college, many students face challenges in choosing the right academic path that aligns with their interests, skills, and career aspirations. This program serves as a platform to provide them with essential information, guidance, and inspiration to pursue careers in fields that match industry demands.

Specifically, the program aims to introduce students to the College of Industrial Technology (CIT) and its offerings, emphasizing the importance of industrial

Province of Sultan Kudarat
Tacurong, 9800
office@sksu.edu.ph
(064) 200-7335

SULTAN KUDARAT UNIVERSITY

VI. BUDGET REQUIREMENTS

PARTICIPANTS	PARTICULARS	QUANTITY	UNIT PRICE	AMOUNT
Major Faculty of College of Industrial Technology	1 meal (2 viands, 1 dessert, & 1 beverage)	25	220.00	5,500.00
	Photo paper Long Glossy	39	440.00	17,160.00
	Tarpaulin	30	565.14	16,954.20
	Total			39,614.2

VII. SCHEDULES OF ACTIVITIES

Group	GROUP	Activity	Area
Group 1 Actual Career Guidance	1. Randy T. Berina 2. Debbie Joy Arrivas 3. Michael C. Arrivas 4. Irene Binag 5. Jainar Kirk Jing 6. Cirilo Evangelista 7. Bravante, Lemuel	1. Delivery of Communication for Booking 2. Conduct the Career Guidance and Information Drive	Sultan Kudarat (Selected School) - Pres. Quirino NHS - Tacurong NHS - Griño NHS - Lambayong NHS - Kalanawi II NHS - Maligaya NHS - Mamali NHS
Group 2 Actual Career Guidance	1. Charlie J. Maghanoy 2. Cyril John Domingo 3. Jester Pasinag 4. Realyn Pahunar 5. Jonathan Valdez 6. Shelmer Carigaba 7. Glenn Talua	1. Delivery of Communication for Booking 2. Conduct the Career Guidance and Information Drive	Sultan Kudarat (Selected Schools) - Isulan National HS - Bambad NHS - Esperanza National HS - New Panay NHS - Salabaca NHS - Biwang NHS - New Pangasinan NHS

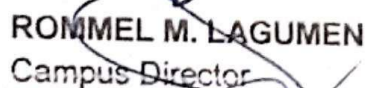



<p>Group 3</p> <p>Actual Career Guidance</p>	<ol style="list-style-type: none"> 1. Abraham Accad 2. Mildred Accad 3. Randy Berina 4. Jena Mae Valerio 5. Josue Guinsan 6. Kristian Jay Cabañal 7. Marilyn Juezan 8. Yzyl Domingo 	<ol style="list-style-type: none"> 1. Delivery of Communication for Booking 2. Conduct the Career Guidance and Information Drive 	<p>South Cotabato (selected schools)</p> <ul style="list-style-type: none"> - T'Boli NHS - Edwards NHS - Lamian NHS - Tantangan Trade NHS - Libertad NHS - Sto. Niño NHS - Lapuz NHS - Norala NHS - Panay NHS
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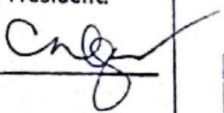
Prepared by:


RANDY T. BERINA, MAT
 Dean, College of Industrial Technology

Recommending Approval:


ROMMEL M. LAGUMEN
 Campus Director


REYNALDO H. DALAYAP, PhD
 Vice President for Finance
 SULTAN KUDARAT STATE UNIVERSITY
 By Authority of the President:

Approved: 
 OIC

MAKITES B. JAVA, EdD
 Vice President for Academic Affairs

SAMSON L. MOLAO, EdD
 University President