



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

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OFFICE OF THE COLLEGE DEAN
INDUSTRIAL TECHNOLOGY

SKSU_ISU_CIT_MEMO No. 10 2025

To : **RANDY T. BERINA, MAT**
KRISTIAN JAY O. CABAÑAL
SHELMER D. CARIGABA

From : **CHARLIE J. MAGHANOY, Ed.D**
Dean, College of industrial technology

Subject : **Assignment to Conduct a Thorough Assessment of Tamaraw FX**


Date : **March 18, 2025**

In consideration of your abilities, expertise, and skills, you are hereby assigned to conduct a thorough assessment of the **Tamaraw FX** vehicle currently parked at the Isulan Campus. Your specialized knowledge in vehicle diagnostics and repairs is crucial in determining the extent of the damage sustained by the vehicle. This assessment will provide a comprehensive evaluation, allowing us to understand the root causes of the issues, identify which parts may need repair or replacement, and determine the most cost-effective and efficient course of action.

Given the urgency of the situation, your immediate attention is requested so that we can make timely and informed decisions regarding whether the vehicle should undergo extensive repairs or, if necessary, be decommissioned. Your professional evaluation will greatly assist in guiding the institution to the best possible outcome, ensuring that any action taken is based on your technical assessment.

Please refer to the attached request for further details concerning the vehicle and the expected scope of the assessment.

Thank you for your cooperation and expertise in this matter

 3/18/25



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JIC Monilla City of Tacurong, 9800
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OFFICE OF THE CAMPUS DIRECTOR

Date: 9-13-25

TO/FOR: Dean Maghanoy

Subject: Repair of SKSU Vehicle

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:


ROMMEL M. LAGUMEN
Campus Director



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Office of the General Services – Isulan Campus

PRE-INSPECTION REPORT FORM GS FORM 2C-202 - - -

Date Inspected: _____

| | | | | | | | | | | | |
|---|-------------------|------------------------------------|--------------------|-------------|-------|-----------------------------|--|-----------------------------|--|-----------------------------|--|
| Office: | | Description of the Problem: | | | | | | | | | |
| Requisitioner: | | | | | | | | | | | |
| Campus: | | | | | | | | | | | |
| Contact No.: | | | | | | | | | | | |
| GS Assigned Personnel: | | | | | | | | | | | |
| Unit/Equipment Description: (Brand, Specs, Model, etc.) | | Urgency: | Critical | Major | Minor | | | | | | |
| | | Action Taken: | | | | | | | | | |
| | | Evaluation | | Repair | | | | | | | |
| | | Troubleshooting | | Replacement | | | | | | | |
| Service Category: | | Remarks: | | | | | | | | | |
| Change Oil | Change Brake Pad | | | | | | | | | | |
| Airconditioning | Change Brake Shoe | | | | | | | | | | |
| Change Tire | Etc. | | | | | | | | | | |
| Overall Assessment/Result: | | Endorsement to Supply Office | | | | | | | | | |
| For Repair | For replacement | Date: | Received by: _____ | | | | | | | | |
| For Outside Repair | Cost: ₱ | | | | | | | | | | |
| | | Signature over Printed Name | | | | | | | | | |
| Replacement Specification: (if available) | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | Mechanic | | Driver | | GSU In-Charge | |
| | | | | | | Signature over Printed Name | | Signature over Printed Name | | Signature over Printed Name | |



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
P.O. Box 100, Marikina City, 1900
Province of Sultan Kudarat

Office of the General Services - Isulan

February 28, 2025

WILBERT A. CABANBAN, RN, MAN
Director, General and Supply Services
Administration, ACCESS Campus

Sir,

Greetings of Peace and Solidarity!

I am writing to formally request the assistance of an expert mechanic from the General Services - Motorpool to conduct a thorough inspection of a vehicle parked at the Isulan Campus.


Due to the current rainy weather conditions, the transportation of documents from the Isulan Campus to the Access Campus has become challenging. The risk of documents getting damaged by the rain is high, and we urgently need a reliable vehicle that can safely transport liaison and documents without exposure to the rain.

We have identified a vehicle at the Isulan Campus that could potentially be utilized for this purpose. However, upon initial checking, it was reported that the vehicle is currently non-serviceable due to an engine issue. To address this, I kindly request an expert mechanic from the Motorpool to conduct an assessment to determine the extent of the damage and whether the vehicle can be repaired and be made serviceable again.


Your prompt attention to this matter would be greatly appreciated.

Thank you.

Respectfully yours,


NORMAN S. GUIAMALON
General Services, ADA VI

Noted


ROMMEL M. LAGUMEN
Director, Isulan Campus

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Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
J.R. Manilla, City of Isarog 9401
Province of Sultan Kudarat

Office of the General and Supply Services

March 07, 2025

ENGR. ROMMEL M. LAGUMEN
Campus Director
Isulan Campus

Greetings of Peace!

We are writing in reply to your request for an expert mechanic. We would like to inform you that at Isulan Campus, we offer a program in Bachelor of Technical and Livelihood Education (BTLED) with a specialization in Automotive. We believe it would be most beneficial for you to seek assistance from the program head of this department for your needs.


Currently, the Office of General and Supply Services lacks the manpower to provide an expert mechanic. However, we do have a Technical Working Group that manages motorpool concerns.

This opportunity will also provide students with both theoretical knowledge and practical, hands-on experience, helping them develop the essential skills to thrive in the automotive industry. Furthermore, our automotive students have access to a variety of equipment and tools, enabling them to provide top-quality services.

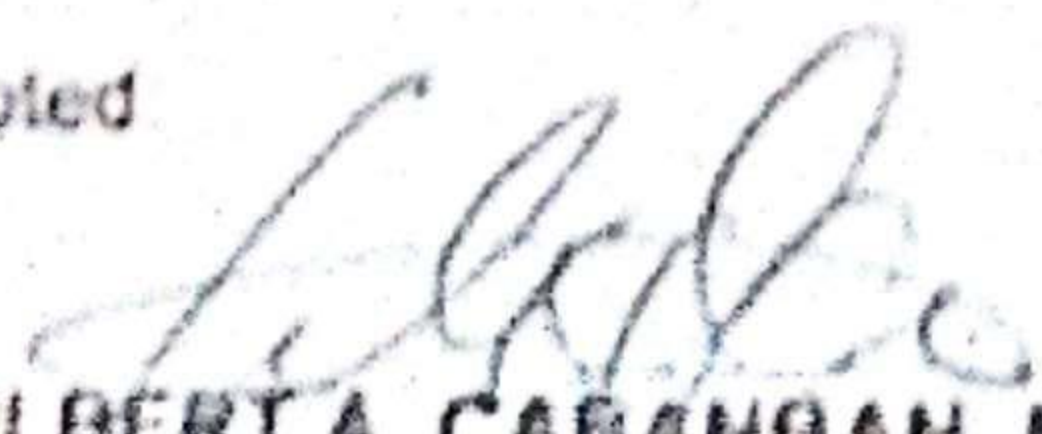
Additionally, we kindly request that you provide us with a report on the outcomes of the repair and inspection of the vehicle in question.

We appreciate your consideration of this suggestion.

Very sincerely yours,


ROCHELLE B. BELGIRA
Administrative Assistant II

Noted


WILBERT A. CABANGAN, MAN
Director for General and Supply Services