



NARRATIVE TRAVEL REPORT
Training on Scan Tool / Scanner
Morrow Street City of Koronadal
November 9-13, 2020

The College of Industrial Technology sent **Randy T. Berina, MAT**, Automotive Technology faculty at the same time the Dean of the College to attend one-week training on Scan Tool / Scanner on the shop of Johnny Auto Supply from November 9, 2020 - November 13, 2020. This training was included in the contract on the tools awarded to Automotive Technology.

On the first day, the electrician started the orientation about scanner/scan tool uses and accessories. Then demonstrated the steps and procedure of troubleshooting using scan tool.

Next three days, the actual return demonstration, like identifying of sensors and its location, date trouble code identification. Actual hands-on using scan tool/scanner in the different brand of vehicles was done during the training. On the last day was giving of certificates to the participants and picture takings.

This activity was significant to Automotive Technology especially in both instructors and students to be equipped and knowledgeable on how to operate, care and use tools/scanner before using it.

The activity ended productively and successfully.

Prepared by:


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



SKSU Works for Success!

Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
Isulan Campus, Isulan, Sultan
Kudarat, 9805 Province of Sultan
Kudarat

CERTIFIED
ISO 9001:2015
Certificate No.
PHL190038



APPROVED TRAVEL ORDER

Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
Isulan Campus, Isulan, Sultan Kudarat,
9805 Province of Sultan Kudarat

November 9, 2020 20-4182

TRAVEL ORDER

Name: RANDY T. BERINA
Station: ISAU-ISULAN CAMPUS

Amount: ₱15,700.00
Date: Nov. 10-13, 2020

You are hereby directed to proceed to Johnny Auto Supply, A. Morino St, City of Klimado on November 9-13, 2020 to perform the following tasks:

1. To attend training on Scan Tool / Scanner, and
2. To do other related tasks as deemed necessary

Travel is necessary and cannot be delegated due to attached communication
Per Diem and Expense allowed _____

[Signatures]

ELMER C. RUEANAVES, DIT
Comptroller

Recommending Approval:

CHRISTINE P. ABO, PhD.
Vice President - Academic Affairs

Approved:

ROLANDO F. HECHANova, PhD
University President

AT THE VENUE



ACTUAL DEMONSTRATION



Certificate of Appearance

JOHNNY AUTO SUPPLY
Your Partner in Quality and Affordable Spare Parts

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN,

This is to certify that Mr. RANDY T. BERINA of the SULTAN KUDARAT STATE UNIVERSITY has appeared in JOHNNY AUTO SUPPLY on NOVEMBER 9- 13, 2020 on Official Business/Official Time to attend Training-Workshop on SCAN TOOL USAGE/SCANNER USAGE.

Given this 13th day of November 2020

[Signature]

RANDY T. BERINA CO
SALES MANAGER
DIRECT LINE 09124521281

YOU'RE PARTNER IN QUALITY AND AFFORDABLE SPARE PARTS



JOHNNY AUTO SUPPLY
A. Morrow Street, City of Koronadal
Telefax Nos.: (083) 228-8222; 228-9821

ROLANDO F. HECHANNOVA, PhD.
SKSU PRESIDEDENT
E.J.C MONTILLA, TACURONG CITY

SIR,

I AM PERSONALLY INVITING YOUR AUTOMOTIVE INSTRUCTOR FOR A ONE
WEEK TRAINING STARTING ON NOV.9, 2020 TO NOV.13, 2020.

THIS TRAINING IS INCLUDED IN OUR CONTRACT IN THE TOOLS AWARDED
TO US (SCAN TOOL/ SCANNER). OUR ELECTRICAN WILL TRAIN THE END USER ON
THE PROPER HANDLING OF SCANNER, STEP BY STEP PROCEDURE ON
TROUBLE SHOOTING & ETC. BEFORE THE REALISING OF UNIT.

I AM HOPING FOR A POSITIVE RESPONSE REGARDING THIS MATTER.

THANK YOU VERY MUCH AND GO BLESS!!

~~RESPECTFULLY YOURS~~

ANGELO P. LAMIGO



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
Isulan Campus, Isulan, Sultan Kudarat,
9805 Province of Sultan Kudarat

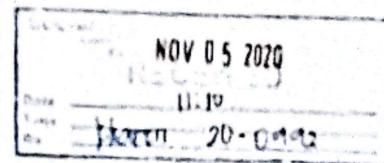
CERTIFIED
ISO 9001:2015
Certification No:
PHL 1300218
EXCELSIOR
CERTIFICATION

November 5, 2020
20-4182

TRAVEL ORDER

Name: RANDY T. BERINA

Station: SKSU - ISULAN CAMPUS



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ELMER C. BUENAVIDES, DIT
Campus Director

Recommending Approval:

CHRISTINE P. ABO, PhD.
Vice President - Academic Affairs

*Recommending additional one
(1) instructor in Automotive to
attend. Mr. Berina is a Dean
level, a faculty also should
allow.*

Approved:
ROLANDO F. HECHANONA, PhD
University President



JOHNNY AUTO SUPPLY

A. Morrow Street, City of Koronadal

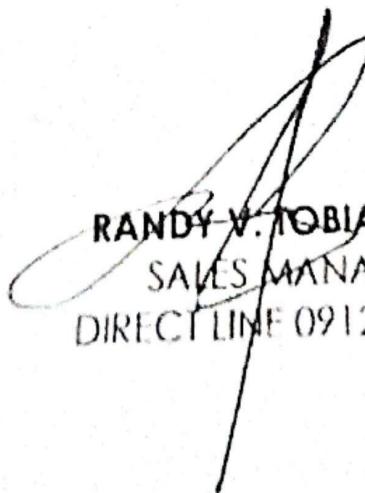
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Given this 13th day of November 2020


RANDY V. TOBIANO CO
SALES MANAGER
DIRECT LINE 09124521281