



OFFICE OF THE COLLEGE DEAN
INDUSTRIAL TECHNOLOGY

SKSU_ISU_CIT_MEMO No. 22 2025

To : ALL FACULTY OF INDUSTRIAL TECHNOLOGY

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

Subject : SUBMISSION OF FACULTY PORTFOLIO

Date : APRIL 26, 2025

In compliance with the directive from the **Division for Instruction** regarding their upcoming visit, you are hereby requested to submit your **Faculty portfolio** for inspection and documentation.

Each portfolio must include the following:

- Course syllabus
- Approved Table of Specifications (TOS) for midterm and final examinations
- Copies of the midterm and final exam questionnaires
- Updated faculty workload
- Documentation of student orientation
- Official class list

Please submit your complete portfolio to the Dean's Office **starting today until tomorrow, April 27, 2025**.

For your information and guidance and action.