



Republic of the Philippines

Isulan Campus, Isulan, Sultan Kudarat, 9805
Province of Sultan Kudarat

CERTIFIED
TRUE COPY
CARLO R. JASMIN
DRAFTED BY
RECORDED BY

OFFICE OF THE CAMPUS DIRECTOR

Date: July 9, 2020

TO/FOR:

Dean Padlibar & Dean Berina
- Attn. Engr. Bria
Ms. J. fatagani

Action/s Needed:

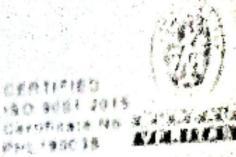
- for your information and perusal
- for appropriate action/compliance
- for comments/suggestion/recommendation
- for signature/Approval
- please come for a meeting/briefing

Remarks:

ELMER C. BUENAVIDES, DIT
Campus Director



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



HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICE

July 6, 2020

ROLANDO F. HECANOVA, RPAE, PhD

President
The Institution

1

Greetings!

Greetings! This pertains to the letter request of Dr. ELMER C. BUENAVIDE⁶ regarding the grant of Compensatory Time-Off for Ms. Jena Mae M. Fatagane and Ms. Charity L. Oria.

Pursuant to CSC MC No. 41, s. 1998 also known as Omnibus Rules on Leave, under Section 9. Vacation service credits of teachers. Teachers' vacation service credits refer to the leave credits earned for services rendered on activities—during summer or Christmas vacation, as authorized by proper authority. These vacation service credits are used to offset absences of teacher due to illness or do to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment.

Moreover, CSC-DBM Joint Circular No. 2 s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered wherein Compensatory Overtime Credits (COC) refers to the accrued number of hours an employee earns as a result of services rendered beyond regular working hours, and/or those rendered on Saturdays, Sundays, Holidays or scheduled days off without the benefit of overtime pay. For Compensatory Time-off (CTO) refers to the number of hours and days as employee is excused from reporting for work with full pay and benefits. It is a non-monetary benefits provided to an employee in lieu of overtime pay.

In this regard, the undersigned respectfully endorsed the request of Dr. Buenavidez to grant compensatory Time-Off (CTO) to the concerned personnel.

For your kind perusal. Thank you.

Truly yours,

NORAISA K. YASIN, PhD
HRMO-Designate

GUJARAT STATE UNIVERSITY
OFFICE OF THE PRESIDENT
APPROVED / DISAPPROVED

- Subject to the existing rules and regulations of the Univ. and C.S.I
Since this is a central system

- Since this is a Computer system operator, you assigned relevant privilege to operate next user (exp-
200-7336; E: 163985461809; Email: officeofthepresident@skau.edu.ph
Official Website: www.skau.ac.in) Considering that Computer is offering IT, CS and G Engg.

20-224



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SULTAN KUDARAT STATE UNIVERSITY
ACCESS, EJC Montilla, 9800 City of Tacurong
Province of Sultan Kudarat

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SULTAN KUDARAT STATE UNIVERSITY

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS OG 20-0180

2nd Endorsement
June 29, 2020

SULTAN KUDARAT STATE UNIVERSITY
EJC MONTILLA, TAC. CITY
OFFICE OF THE PRESIDENT
R. C. CERADO, PH.D.

DATE	JUN 30 2020
TIME	10:23

Respectfully forwarded to the Office of the University President, DR. ROLANDO F. HECHANNOVA, the herein endorsement letter of ELMER C. BUENAVIDES, DIT, Director, Isulan Campus re: grant Ms. Jena Mae M. Fatagane and Ms. Charity L. Oria a compensatory time-off (CTO).

This office noted that the request is in order, hence, they undersigned endorsed the same for your consideration.

ERNE C. CERADO, PH.D.
Vice President

CC:
Op
Vpaa/file2020

SULTAN KUDARAT STATE UNIVERSITY
OFFICE OF THE PRESIDENT
APPROVED / DISAPPROVED
Signature _____
Date _____
Remarks _____



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ACCESS, EJC Montina, 9800 City of Tacurong
Province of Sultan Kudarat

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FPL 1900250 20161130

Date:

06/30/2020

TO/FOR: Dir. N. Yain
Subject: stated request

Action/s Needed

- For your information and perusal
 For your appropriate action/compliance
 For comments/suggestion/recommendation
 For signature/Approval
 Please some for a meeting/briefing

Remarks: *for your information and review based on CSC rules and regulations*

ROLANDO F. MECHANOVIA, RPAE, PhD
University President



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

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1st Endorsement
June 25, 2020

SULTAN KUDARAT STATE UNIVERSITY	
Date:	JUN 25 2020
Time:	7:00
UV:	GMA 107 30-0632

Respectfully forwarded to the Office of **ROLANDO F. HECHANNOVA**, PhD, University President through **ERNIE C. CERADO**, PhD, Vice President for Academic Affairs the herein letter request of **RANDY T. BERINA**, MAT, Dean, College of Industrial Technology and **MEILAFLOR A. PACLIBAR**, MEP-CoE, Dean, College of Engineering to grant **Jena Mae M. Fatagani** and **Charity L. Oria** a compensatory time-off (CTO) credit based on CSC rules and Section 1.1.3., Article VI of the 2018 Revised Faculty manual.

Considering that there is an exigency of service for personnel in operating the online enrollment system and they are faculty members without designation who are trained to operate the said system during the enrollment period for 1st semester A.Y 2020-2021, this office endorses the request for your appropriate action subject to the existing University policies.


ELMER C. BUENAVIDES, DIT
Campus Director



Republic of the Philippines
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College of Industrial Technology
Isulan Campus, Isulan, Sultan Kudarat, 9805
Province of Sultan Kudarat

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VERITAS

June 22, 2020

ELMER C. BUENAVIDES, DIT
Campus Director
SULTAN KUDARAT STATE UNIVERSITY
Isulan Campus, Isulan, Sultan Kudarat

Sir:

Greetings of Peace and Prosperity.

In the exigency of service and due to the laying off of trained Job Order personnel in operating the online enrollment system, we as Deans of the Colleges of Industrial Technology and Engineering asked for the services of **JENA MAE M. FATAGANI** and **CHARITY L. ORIA**, since they are the only faculty members trained in our colleges to operate the said system.

We are humbly requesting your good office to allow them to report and shall enjoy compensatory time-off (CTO) credit based on CSC rules and Section 1.1.3., Article VI of the 2018 Revised Faculty Manual since the start of enrollment last June 8, 2020.

Rest assured that during reporting of personnel in the office, the minimum health standards shall be observed.

We are hoping for your favorable response and consideration.

Thank you and God Bless.

Respectfully yours,

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

MEILAFLOR A. PACLIBAR, MEP-CoE
Dean, Engineering

Approved:

ELMER C. BUENAVIDES, DIT
Campus Director

ISULAN
SULTAN KUDARAT STATE UNIVERSITY
JUN 24 2020