



OFFICE OF THE COLLEGE DEAN
INDUSTRIAL TECHNOLOGY

SKSU_ISU_CIT_MEMO No. 07 2025

To : ALL FACULTY AND STAFF OF INDUSTRIAL TECHNOLOGY
From : CHARLIE J. MAGHANOY
Dean, College of industrial technology

Subject : SUBMIT A CONSOLIDATED DATA OF YOUR PERSONNEL'S TRAINING ATTENDANCE (BOTH TEACHING AND NON-TEACHING REGARDLESS OF EMPLOYMENT STATUS) FROM JANUARY 2022 TO DECEMBER 2024.

Date : March 19,2025

In view of the SUC Levelling preparation of the university, we are ardently requesting to submit a consolidated data of your personnel's training attendance (both teaching and non-teaching regardless of employment status) from January 2022 to December 2024. The said data is relevant to this process that the university is preparing at the moment. The format in Excel File will be:

Name of Personnel (In alphabetical Order)	Training/Seminar Attended	Date of Attendance
1.		
2.		

May this urgent request be given due attention and the said data be submitted to hmo@sksu.edu.ph and aineegracesansano@sksu.ph on or before March 21, 2025 for proper consolidation which will be uploaded to the SUC Levelling Drive on March 24, 2025, as directed by our University President , Dr. Samson L. Molao. Kindly secure a copy of the certificate of attendance/participation/completion (hard copy) which will be submitted to the HRMD office on March 28, 2025 for proper documentation, especially for insertion to the 201 File of all personnel.

Your immediate compliance is immensely appreciated.