



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
City of Tacurong, 9200
EJC Manila, Province of Sultan Kudarat
Phone: (043) 208-7158

25-01290

Office of the Campus Director

ISULAN CAMPUS

RECEIVED

FEB 21 2025

DATE

Travel Order

[Travel within the region]

Name : RANDY BERINA	Date : February 21, 2025
Designation : DEAN, INDUSTECH COLLEGE	Departure Date : February 28, 2025
Station : Isulan-Campus	Return Date : February 28, 2025
Destination : Tbol NHS, Edwards NHS, Lamian NHS, Tantangan Trade NHS, Liberdad NHS	
Purpose : Sto. Niño NHS, Lapuz NHS, Narra NHS, Panay NHS	
TO CONDUCT A CAREER INFORMATION DRIVE 2025	

Official Time _____

Official Business _____

[For Group travel]

Accompanied by:

1. Abraham Accad
2. Mildred Accad
3. Randy Berina
4. Jena Mae Valerio
5. Josue Guinsan
6. Kristian Jay Cabanial
7. Marilyn Juezon
8. Yzyl Domingo

Vehicle shall be provided: Yes _____

Not Necessary _____

Remarks: _____

NOTED BY: Rommel Legmen

Campus Director

RECOMMENDING APPROVAL:
Marites Bayava, EdD
VPA

SAMSON L. MOLAO, EdD
University President

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that the above-mentioned name/s actually appeared in this office during
to _____ This certification is issued upon his/her request as evidence.



OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER FINANCE DIVISION

Date: 02/12/2025

TO/FOR:

OFFICE OF THE UNIV. PREC.

Subject:

AD attached

Actions Needed:

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

Remarks:

Provided:

- Budgetary requirements are programmed in the Work & Financial Plan for 2025.
- meats/meats, supplies/materials must undergo procurement process.

2/h

SHAIRA KARISSA J. CIPRIANO, CPA, MBA
Chief Administrative Officer for Finance



EJC Montilla, City of Tacurong, 9800
Province of Sultan Kudarat

<https://www.sksu.edu.ph> officeofthepresident@sksu.edu.ph (064) 206-7336

BULLETIN BOARD SYSTEM OF THE
OFFICE OF THE PRESIDENT

RECEIVED

FEB 13 2025 UW

DATE

SULTAN KUDARAT STATE UNIVERSITY
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
RECEIVED
CONTROL NO.: 26-00051
DATE: FEB 13 2025
BY: *[Signature]*

ACTIVITY DESIGN

I. BASIC INFORMATION

Title : CAREER INFORMATION DRIVE 2025/
CAREER GUIDANCE OF THE COLLEGE OF
INDUSTRIAL TECHNOLOGY

Proponent: COLLEGE OF INDUSTRIAL TECHNOLOGY

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

JENA MAE F. VALERIO, MAT
BTVTED Program Chairperson

MICHAEL C. ARRIVAS, MAT
BSIT Program Chairperson

MAJOR FACULTY Members

Implementing Agency : SULTAN KUDARAT STATE UNIVERSITY

Target Participants : GRADUATING SENIOR HIGH SCHOOL
STUDENTS (GRADE 12)

Areas/Venue : SELECTED SENIOR HIGH SCHOOLS
WITHIN SULTAN KUDARAT AND SOUTH
COTABATO

Duration : 3 DAYS

Covering Date : FEBRUARY 26-28, 2025

Source of Fund : Fund 164 - *ISV-164-612* *OF*

Budget : 39,614.2

II. RATIONALE

The Career Guidance Program is conducted to help Grade 12 graduating students make informed decisions about their higher education and future careers. As they transition from senior high school to college, many students face challenges in choosing the right academic path that aligns with their interests, skills, and career aspirations. This program serves as a platform to provide them with essential information, guidance, and inspiration to pursue careers in fields that match industry demands.

Specifically, the program aims to introduce students to the College of Industrial Technology (CIT) and its offerings, emphasizing the importance of industrial

VI. BUDGET REQUIREMENTS

PARTICIPANTS	PARTICULARS	QUANTITY	UNIT PRICE	AMOUNT
Major Faculty of College of Industrial Technology	1 meal (2 viands, 1 dessert, & 1 beverage)	25	220.00	5,500.00
	Photo paper Long Glossy	39	440.00	17,160.00
	Tarpaulin	30	565.14	16,954.20
Total				39,614.2

VII. SCHEDULES OF ACTIVITIES

Group	GROUP	Activity	Area
Group 1 Actual Career Guidance	1. Randy T. Berina 2. Debbie Joy Arrivas 3. Michael C. Arrivas 4. Irene Binag 5. Jainar Kirk Jing 6. Cirilo Evangelista 7. Bravante, Lemuel	1. Delivery of Communication for Booking 2. Conduct the Career Guidance and Information Drive	Sultan Kudarat (Selected School) - Pres. Quirino NHS - Tacurong NHS - Griño NHS - Lambayong NHS - Kalanawi II NHS - Maligaya NHS - Mamali NHS
Group 2 Actual Career Guidance	1. Charlie J. Maghanoy 2. Cyril John Domingo 3. Jester Pasinag 4. Realyn Pahunar 5. Jonathan Valdez 6. Shelmer Carigaba 7. Glenn Talua	1. Delivery of Communication for Booking 2. Conduct the Career Guidance and Information Drive	Sultan Kudarat (Selected Schools) - Isulan National HS - Bambad NHS - Esperanza National HS - New Panay NHS - Salabaca NHS - Biwang NHS - New Pangasinan NHS



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Group 3 Actual Career Guidance	1. Abraham Accad 2. Mildred Accad 3. Randy Berina 4. Jena Mae Valerio 5. Josue Guinsan 6. Kristian Jay Cabañal 7. Marilyn Juezan 8. Yzyl Domingo	1. Delivery of Communication for Booking 2. Conduct the Career Guidance and Information Drive	South Cotabato (selected schools) - T'Boli NHS - Edwards NHS - Lamian NHS - Tantangan Trade NHS - Libertad NHS - Sto. Niño NHS - Lapuz NHS - Norala NHS - Panay NHS
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Prepared by:

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

Recommending Approval:

ROMMEL M. LAGUMEN
Campus Director

REYNALDO H. DALAYAP, PhD

Vice President for Finance
SULTAN KUDARAT STATE UNIVERSITY
By Authority of the President

Approved:
OIC

MARITES B. JAVA, EdD
Vice President for Academic Affairs

SAMSON L. MOLAO, EdD
University President