



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

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OFFICE OF THE COLLEGE DEAN
INDUSTRIAL TECHNOLOGY

SKSU_ISU_CIT_MEMO No. 10 2025

To : RANDY T. BERINA, MAT
KRISTIAN JAY O. CABANAL
SHELMER D. CARIGABA

From : CHARLIE J. MAGHANOY, Ed.D
Dean, College of industrial technology

Subject : Assignment to Conduct a Thorough Assessment of Tamaraw FX

Date : March 18,2025

In consideration of your abilities, expertise, and skills, you are hereby assigned to conduct a thorough assessment of the **Tamaraw FX** vehicle currently parked at the Isulan Campus. Your specialized knowledge in vehicle diagnostics and repairs is crucial in determining the extent of the damage sustained by the vehicle. This assessment will provide a comprehensive evaluation, allowing us to understand the root causes of the issues, identify which parts may need repair or replacement, and determine the most cost-effective and efficient course of action.

Given the urgency of the situation, your immediate attention is requested so that we can make timely and informed decisions regarding whether the vehicle should undergo extensive repairs or, if necessary, be decommissioned. Your professional evaluation will greatly assist in guiding the institution to the best possible outcome, ensuring that any action taken is based on your technical assessment.

Please refer to the attached request for further details concerning the vehicle and the expected scope of the assessment.

Thank you for your cooperation and expertise in this matter

3/18/25



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OFFICE OF THE CAMPUS DIRECTOR

Date: 9-13-25

TO/FOR: Dean Maghanoy
Subject: Repair of SKSU Vehicle

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:

ROMMEL M. LAGUMEN
Campus Director



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general.services@sksu.edu.ph

6817-700 8500

Office of the General Services - Isulan Campus

PRE-INSPECTION REPORT FORM GS FORM 2C-202

Date Inspected: _____

Office:	Description of the Problem:			
Requisitioner:				
Campus:				
Contact No.:				
GS Assigned Personnel:				
Unit/Equipment Description: (Brand, Specs, Model, etc.)	<input checked="" type="checkbox"/> Urgency:	<input type="checkbox"/> Critical	<input type="checkbox"/> Major	<input type="checkbox"/> Minor
		Action Taken:		
		<input type="checkbox"/> Evaluation		<input type="checkbox"/> Repair
		<input type="checkbox"/> Troubleshooting		<input type="checkbox"/> Replacement
Service Category:	Remarks:			
Change Oil		Change Brake Pad		
Airconditioning		Change Brake Shoe		
Change Tire		Etc.		
Overall Assessment/Result:	Endorsement to Supply Office			
For Repair		For replacement	Date:	
For Outside Repair	Cost:	P	Received by:	
Signature over Printed Name				
Replacement Specification: (if available)				
Mechanic Signature over Printed Name	Driver Signature over Printed Name		GSU In-Charge Signature over Printed Name	



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
L.A. Montilla, City of Isulan, 9000
Province of Sultan Kudarat

Office of the General Services - Isulan

February 28, 2025

WILBERT A. CABANBAN, RN, MAN
Director, General and Supply Services
Administration, ACCESS Campus

Sir,

Greetings of Peace and Solidarity!

I am writing to formally request the assistance of an expert mechanic from the General Services - Motorpool to conduct a thorough inspection of a vehicle parked at the Isulan Campus.

Due to the current rainy weather conditions, the transportation of documents from the Isulan Campus to the Access Campus has become challenging. The risk of documents getting damaged by the rain is high, and we urgently need a reliable vehicle that can safely transport liaison and documents without exposure to the rain.

We have identified a vehicle at the Isulan Campus that could potentially be utilized for this purpose. However, upon initial checking, it was reported that the vehicle is currently non-serviceable due to an engine issue. To address this, I kindly request an expert mechanic from the Motorpool to conduct an assessment to determine the extent of the damage and whether the vehicle can be repaired and be made serviceable again.

Your prompt attention to this matter would be greatly appreciated.

Thank you.

Respectfully yours,

NORMAN S. GUIAMALON
General Services, ADA VI

Noted

ROMMEL M. LAGUMEN
Director, Isulan Campus

RECEIVED



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
I.I. Manila, City of Isabela 4400
Province of Sultan Kudarat

Office of the General and Supply Services

March 07, 2025

ENGR. ROMMEL M. LAGUMEN
Campus Director
Isulan Campus

Greetings of Peace!

We are writing in reply to your request for an expert mechanic. We would like to inform you that at Isulan Campus, we offer a program in Bachelor of Technical and Livelihood Education (BTLED) with a specialization in Automotive. We believe it would be most beneficial for you to seek assistance from the program head of this department for your needs.

Currently, the Office of General and Supply Services lacks the manpower to provide an expert mechanic. However, we do have a Technical Working Group that manages motorpool concerns.

This opportunity will also provide students with both theoretical knowledge and practical, hands-on experience, helping them develop the essential skills to thrive in the automotive industry. Furthermore, our automotive students have access to a variety of equipment and tools, enabling them to provide top-quality services.

Additionally, we kindly request that you provide us with a report on the outcomes of the repair and inspection of the vehicle in question.

We appreciate your consideration of this suggestion.

Very sincerely yours,

ROCHELLE B. BELGIRA
Administrative Assistant II

Noted

WILBERT A. CABANBAN, MAN
Director for General and Supply Services

ISULAN STATE UNIVERSITY is fully accredited with valid accreditation and recognition under existing or future laws by the Commission on Higher Education (CHED). The University is an entity of the local government and is owned, operated, and administered by the Province and Government Agencies through Education and other relevant forms of laws. It shall also implement a system of governance and operation that reflects its autonomy as an entity of higher education (CHED) and the nature of its mandate.

LEGE VALVUS: Palkhan, Bulacan, Philippines, 3016, Brgy. San Francisco