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## OFFICE OF THE COLLEGE DEAN

### COLLEGE OF INDUSTRIAL TECHNOLOGY

SKSU\_ISU\_CIT\_MEMO NO. 36 2025

To : ENGR. GLENN S. TALUA, MERE  
Bind. Tech. Program Chair

Prof. Irene A. Binag, MAT  
BTVTEd Program Chair

From: : CHARLIE J. MAGHANOY, Ed.D.  
Designate-Dean

Subject : A Friendly Reminder on Authorized Signing of Faculty Members' Daily Time Record (DTR)

Date : August 8, 2025

Please be informed that if the designated College Dean has not issued a memorandum authorizing the signing of the faculty members' Daily Time Record (DTR), or has not officially designated an Officer-in-Charge (OIC), kindly refrain from signing the DTR.

Instead, place the DTR on top of the table and leave it unsigned. The dean will sign upon his return to office.

Thank you for your understanding and cooperation.

For your information, guidance, and action.

*Signature*  
2025-08-07

VISION: A leading University in advancing scholarly innovation, multi-cultural convergence, and responsive public service in a borderless Region. | MISSION: The University shall primarily provide advanced instruction and professional training in science and technology, agriculture, fisheries, education and other relevant fields of study. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization. | MAXIM: Generator of Solutions.  
| CORE VALUES: Patriotism, Respect, Integrity, Zeal, Excellence in Public Service.