



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

<http://www.sksu.edu.ph> | officeofthepresident@sksu.edu.ph | (064) 200-7338

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER FINANCE DIVISION

Date:

09/16/2025

TO/FOR:

OFFICE OF THE UNIV. PRES.

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:

- meals/snacks, supplies/materials
must undergo procurement
process.


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

9/14

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.

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ACTIVITY DESIGN

RECEIVED
SULTAN KUDARAT STATE UNIVERSITY
TACURONG CITY, SULTAN KUDARAT PROVINCE
1 SEP 15 2025
4:47 25-473
3

I. BASIC INFORMATION

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

Proponent: COLLEGE OF INDUSTRIAL TECHNOLOGY

Coordinator : CHARLIE J. MAGHANOY, Ed.D
Dean, College of Industrial Technology

IRENE A. BINAG, MAT
BTVTEd Program Chairperson

GLENN S. TALUA, MERE
BINDTECH 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 : OCTOBER 22-24, 2025

Source of Fund : Fund 164 Guidance - 11,700
Student Dev - 11,200 OFFICE OF THE VICE PRESIDENT

Budget : 23,002.8

RECEIVED
SULTAN KUDARAT STATE UNIVERSITY
OFFICE OF THE VICE PRESIDENT
CONTROL NO.: 25-05682
DATE: 01-16-25
BY:

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

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skills and technical expertise in today's job market. With industries continuously evolving and requiring a highly skilled workforce, it is crucial to encourage students to consider career paths that provide both academic knowledge and hands-on experience.

By conducting this career guidance initiative, students will gain a clearer understanding of the opportunities available in the field of Industrial Technology, including career prospects, industry trends, and potential career pathways. Additionally, it will help them recognize the advantages of enrolling in CIT, where they can develop both theoretical foundations and practical skills essential for success in various technical and industrial professions.

III. OBJECTIVES

1. To inform the feeder schools and prospective enrollees about the Vision, Mission, Goals and Objectives of the University, Course Offerings, admission Tests, Admission Requirements, and Best Practices of the University.
2. Introduce students to the College of Industrial Technology's curriculum, state-of-the-art facilities, faculty expertise, and strong industry linkages to encourage enrollment.
3. Offer guidance on different career options within Industrial Technology, featuring success stories from CIT graduates and industry professionals to inspire students.
4. To encourage students to be part of SKSU.

IV. METHODOLOGY

The career guidance information drive will be spearheaded by the major faculty members of the College of Industrial Technology together with the Dean and the program chairpersons.

V. EXPECTED OUTPUT

1. Grade 12 students will develop a stronger appreciation and enthusiasm for pursuing a degree in the College of Industrial Technology (CIT).
2. A significant number of participating students will express intent to enroll in CIT, recognizing its relevance to their career aspirations and industry demands.
3. Majority of the Grade 12 students will take the SKSU TPT and enroll in the College of Industrial Technology this S.Y. 2025-2026.

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VI. BUDGET REQUIREMENTS

PARTICIPANTS	PARTICULARS	QUANTITY	UNIT PRICE	AMOUNT
Major Faculty of College of Industrial Technology	1 meal (2 viands, & 1 beverage)	30	130.00	11,700.00
	Tarpaulin	20	565.14	11,302.8
Total				23,002.8

VII. SCHEDULES OF ACTIVITIES

Group	Schedule	Activity	Area
Group 1 Actual Career Guidance	October 22, 2025	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	October 23, 2025	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	October 24, 2025	1. Delivery of Communication for Booking 2. Conduct the Career Guidance and Information Drive	South Cotabato (selected schools) <ul style="list-style-type: none">- 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:

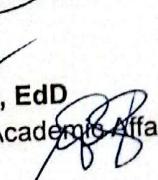

CHARLIE J. MAGHANOY, EdD
Dean, College of Industrial Technology

Noted:

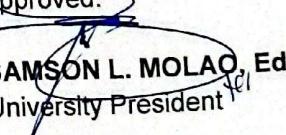

ROMMEL M. LAGUMEN
Campus Director

Recommending Approval:


REYNALDO H. DALAYAP, PhD
Vice President for Finance


MARITES B. JAVA, EdD
Vice President for Academic Affairs

Approved:


SAMSON L. MOLAO, EdD
University President

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Proponent: : **COLLEGE OF INDUSTRIAL TECHNOLOGY**

Coordinator : **CHARLIE J. MAGHANOY, Ed.D**
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Group 3 Actual Career Guidance	October 24, 2025	<ol style="list-style-type: none"> 1. Delivery of Communication for Booking 2. Conduct the Career Guidance and Information Drive 	South Cotabato (selected schools) <ul style="list-style-type: none"> - T'Boli NHS - Edwards NHS - Lamian NHS - Tantangan Trade NHS - Libertad NHS - Sto. Niño NHS - Lapuz NHS - Norala NHS - Panay NHS
---	---------------------	--	--

Prepared by:

CHARLIE J. MAGHANOY, EdD
Dean, College of Industrial Technology

Noted:

ROMMEL M. LAGUMEN
Campus Director

Recommending Approval:

REYNALDO H. DALAYAP, PhD
Vice President for Finance

MARITES B. JAVA, EdD
Vice President for Academic Affairs

Approved:

SAMSON L. MOLAO, EdD
University President



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
FY 2025 - Internally Generated Fund (IGF) - 164

END-USER/UNIT: ISULAN CAMPUS-GUIDANCE - ISU-GUID

Date Prepared:

CODE	GENERAL DESCRIPTION	QTY	Unit	Estimated Budget	10%	Estimated Budget	Mode of Procurement	Total Estimated Budget of 10%	Schedule/Milestone of Activities												S.O. Code	
									Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
10	Tarpaulin Specifications: Streamer (Facade) 2ft x 3ft (Documentation and General Program Committee)	1	PIECE	311.81	0.60	311.81	Alternative Modes-Shopping (Others)	311.81	1	0	0	0	0	0	0	0	0	0	0	0	0	
	Sub-Total:					27,593.61																
	Rent/Lease Expenses																					
11	Rental-venue (outside SKSU) 50pax or fewer	1	DAY	4,000.00	0.00	4,000.00	Alternative Modes-Shopping (Others)	4,000.00	1	0	0	0	0	0	0	0	0	0	0	0	0	
	Sub-Total:					4,000.00																
	Training Expenses																					
12	1 meal (2 viands & 1 beverage); Cat-A	529	PAX	130.00	0.00	68,770.00	Alternative Modes-Shopping (Others)	130.00	529	0	0	0	0	0	0	0	0	0	0	0	0	
13	1 snack (1 food & 1 beverage); Cat-A	529	PAX	80.00	0.00	42,320.00	Alternative Modes-Shopping (Others)	80.00	529	0	0	0	0	0	0	0	0	0	0	0	0	
	Sub-Total:					111,090.00																
	Grand Total:					173,307.49																

Note: Technical Specifications for each item/Project being proposed shall be submitted as part of the PPMP.

Prepared by:

RCMH M. LAGUNEN
Office Head

Budget Allocation:

EEDEL JOHN B. CANLAS, CPA
Accountant III

Approved by:

SAMSON L. MOLAO
President



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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 FY 2025 - Internally Generated Fund (IGF) - 164

END-USER/UNIT: ISULAN CAMPUS-TUI-INSTR STUDENT DEV - CD-ISULAN-SD

Date Prepared:

CODE	GENERAL DESCRIPTION	QTY	Unit	Estimated Budget	10%	Estimated Budget	Mode of Procurement	Total Estimated Budget of 10%	Schedule/Milestone of Activities																		
									Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec							
A. AVAILABLE AT PROCUREMENT SERVICE STORES																											
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY FROM OTHER SOURCES (Note: Please indicate price of items)																											
Office Supplies Expenses																											
1	Photopaper Long Glossy	39	PACK	400.00	40.00	17,160.00	Shopping	440.00	39	0	0	0	0	0	0	0	0	0	0	0							
Sub-Total:						17,160.00																					
Printing and Publication Expenses																											
2	Tarpaulin Printing, 3x4ft	30	PIECE	513.76	51.38	16,954.20	Shopping	565.14	30	0	0	0	0	0	0	0	0	0	0	0							
Sub-Total:						16,954.20																					
Semi-Expendable Machinery and Equipment Expenses																											
3	Airconditioning Unit 2HP, Window type, Free Electrical Installation and delivery, Free Magnetic Switch , 1 year warranty part and compression	2	UNIT	33,275.00	3,327.50	73,205.00	SVM	36,602.50	0	0	2	0	0	0	0	0	0	0	0	0							