



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

<https://www.sksu.edu.ph> | officeofthepresident@sksu.edu.ph | (064) 200-7336

December 12, 2024

SAMSON L. MOLAO, EdD
University President
SULTAN KUDARAT STATE UNIVERSITY
Access, E.J.C., Montilla, Tacurong City

Through: **ROMMEL M. LAGUMEN**
Campus, Director
SKSU-ISULAN CAMPUS
Isulan, Sultan Kudarat

Dear Sir,

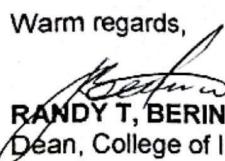
Greetings of Peace and Prosperity!

I am writing to formally request the hiring of **Utility Personnel** under the College of Industrial Technology. The current staffing levels are insufficient to meet the growing demands of our expanding programs and student population. The increased workload necessitates additional support in maintaining the cleanliness, safety, and functionality of our facilities. This includes, but is not limited to, tasks such as routine maintenance, waste disposal, grounds keeping, and general upkeep of classrooms, laboratories, and workshops. The lack of adequate utility personnel impacts our ability to provide a conducive learning environment for our students and maintain the high standards expected of the CIT.

We have carefully assessed our current needs and determined that 1 additional utility personnel are required to effectively address these challenges. A detailed breakdown of responsibilities and justification for this request is attached for your review.

Thank you for considering this request. Should you need additional information or documentation, please let us know.

Warm regards,


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

Received
for review 12/12/24



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Through:

ROMMEL M. LAGUMEN

Campus, Director

SKSU-ISULAN CAMPUS

Isulan, Sultan Kudarat

Dear Sir,

Greetings of Peace and Prosperity!

I am writing to formally recommend the following personnel for permanent employment in recognition of their dedication, competence, and significant contributions to our office/department:

Realyn A. Pahunar, MAT: Ms. Pahunar is currently a Campus Secretary and a COS faculty member in the Industrial Technology major, specializing in Food Service Management. She holds a Master's degree in Livelihood and Technology Education and has consistently demonstrated exceptional teaching skills and a strong commitment to student success.

Golda Mier Y. Guay, MS-PSYCH: Ms. Guay is a Scholarship Coordinator and a COS faculty member in the Industrial Technology department, teaching Psychology subjects. She holds a Master's degree in Psychology and has proven to be a valuable asset to our department, fostering a positive learning environment and contributing significantly to curriculum development.

Glenn S. Talua, MERE: Mr. Talua is currently a COS member under the college of industrial, he is specializing in Electrical, and a Registered Electrical Engineer, with his Master's Degree of Engineering in Renewable Energy, currently he is specializing in the field of Electrical Technology under the college of industrial technology and he has a strong commitment to student success and a track record of exceptional teaching.

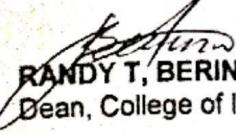
These individuals have demonstrated exemplary work ethics, a strong commitment to their roles, and have consistently met or exceeded performance expectations. Their regularization will not only acknowledge their contributions but also enhance their ability to perform their duties more effectively as part of our long-term team.

I believe that formalizing their employment will strengthen our team and contribute to the long-term goals of our office/department.

I respectfully seek your approval of this request. Should further documentation or details be required, I will be happy to provide them.

Thank you for considering this matter.

Warm regards,


RANDY T. BERINA, MAT

Dean, College of Industrial Technology

Received [Signature] 12/12/24



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SAMSON L. MOLAO, EdD

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Campus, Director
SKSU-ISULAN CAMPUS
Isulan, Sultan Kudarat

Dear Sir,

Greetings of Peace and Prosperity!

I am writing to formally request the renewal of all **Contracts of Service (COS)** and **Job Orders (JO)**, assigned under our office for the second semester of the year 2025. Their continued engagement is essential in ensuring the smooth operation and fulfillment of the objectives of our department/office. The following personnel are mentioned below:

COS:

Realyn A. Pahunar, MAT: Ms. Pahunar is currently a Campus Secretary and a COS faculty member in the Industrial Technology major, specializing in Food Service Management. She holds a Master's degree in Livelihood and Technology Education and has consistently demonstrated exceptional teaching skills and a strong commitment to student success.

Golda Mier Y. Guay, MS-PSYCH: Ms. Guay is a Scholarship Coordinator and a COS faculty member in the Industrial Technology department, teaching Psychology subjects. She holds a Master's degree in Psychology and has proven to be a valuable asset to our department, fostering a positive learning environment and contributing significantly to curriculum development.

Lebilyn G. Almanon, MAT-PE(CAR): Ms. Almanon is currently a COS Faculty member under the College of Industrial Technology, specializing in **Physical Education**. Currently she has completed the Academic Requirements (CAR) for her Master's (**Doctorate in Physical Education**) from the Thames International University. She consistently showcases her expertise in teaching, providing exceptional guidance to her students.

Rhea Jayne U. Bernardino, LPT, ECE, ECT: Ms. Bernardino is currently a COS faculty member of industrial technology with a teaching expertise in **Mathematics**. She has continuously shown great teaching abilities and a good academic background, and she is currently enrolled in the CAR (Completely Academic Requirements) stage of her **MS Teaching Mathematics**.



Shelmer D. Carigaba, LPT: Mr. Carigaba is currently a member of the College of Industrial Technology's COS Faculty, where he teaches Automotive Technology. Additionally, he is currently pursuing his Master of Arts in Teaching Major Livelihood and Technology Education. He constantly shows his students how knowledgeable he is in teaching.

Donna Gin E. Castro, RChT: Ms. Castro Currently teaches General Chemistry at the College of Industrial Technology as COS Faculty. She is a Registered Chemical Technician and presently working her a Master of Science in Teaching Chemistry. She consistently demonstrates his teaching expertise to her students.

Mary Rolanne P. Fuentes, LPT: Ms. Fuentes is currently serving as a COS Faculty member in the College of Industrial Technology, were she teaches English. She also holds the role of Campus Techno Pipeline Co-Adviser. Committed to professional growth, she is currently pursuing her Master's degree in English, known for her dedication and expertise, she consistently demonstrates her deep knowledge and passion for her teaching to her students.

Kirt Jing T. Jainar Jr, LPT: Mr. Jainar is currently a COS faculty member under the college of Industrial Technology, he specializes in Food Service Management. He is currently pursuing his Master of Arts in Teaching Major in Livelihood and Technology Education and has a strong dedication to student success and a proven track record of outstanding teaching.

Marilyn F. Juezan, LPT: Ms. Juezan currently COS faculty member under the College of Industrial Technology, teaching ICT (Information and Communication Technology). She is also presently working as College Secretary, she also currently pursuing her a MAT-LiT (Master of Arts in Teaching Major in Livelihood and Technology Education) here in Sultan Kudarat State University. She is known for her commitment and proficiency, and she constantly shows her pupils how much she knows and loves what she is teaching.

Jester L. Pasinag, LPT: Mr. Pasinag Teaching Drafting Technology and currently a member of the COS Faculty at the College of Industrial Technology. His Master of Arts in Teaching Major Livelihood and Technology Education is another degree he is presently working on. He consistently demonstrates to his students his depth of teaching knowledge.

Sarip E. Pangsayan, MAT-PE(CAR): Mr. Pangsayan is currently a Sports Coordinator, Supply Officer and a COS faculty member in the industrial Technology major, specializing in Physical Education. He is currently in the CAR (Completely Academic Requirements) stage of his Master of Arts in Teaching, majoring in Physical Education and has consistently demonstrated exceptional teaching skills and a strong commitment to student success.

Jenny Ann L. Tanaleon, LPT: Ms. Tanaleon is a COS Faculty member in the college of industrial technology, specializing in Social Studies instruction. She currently advancing her academic qualification trough a Master of Arts in Education Major in Social Studies, she exemplifies both expertise and passion in her field. Trough here innovative growth and love for learning among her student.

Dave D. Daza, MAT-Science(CAR): Mr. Daza is currently a COS faculty member and part of College in Industrial Technology major, specializing Physics and Chemistry. He is now also in the CAR (Completely Academic Requirements) stage of his Master of Arts in teaching Science Degree studies. He showed a great dedication to student progress and outstanding teaching abilities on a regular basis.



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Kristian Jay O. Cabanal, MTE(CAR): Mr. Cabanal is presently employed as a COS teaching member with Automotive Technology concentration, he is now an Automotive Adviser in the industrial technology major. Currently pursuing a Master of Technology Education concentration, he is in the CAR (Completely Academic Requirements) stage and has continuously shown remarkable teaching abilities and a strong dedication to students.

Jonathan T. Valdez JR, MAT(CAR): Mr. Valdez is currently a COS faculty member in the College of Industrial Technology with major focus on Electronics Technology is currently a TEACHWISE Coordinator. With a Master of Arts in Teaching Major in Livelihood and Technology Education Degree, He is now also in the CAR (Completely Academic Requirements) stage of his Master's Degree studies. he has a proven track record of outstanding instruction and a dedication to the academic achievement of her students.

Rolando Arendain JR.MAT (CAR): Mr. Arendain is a COS faculty member in the Industrial Technology department, where he teaches Electrical Technology courses with a Master's of Arts in Teaching Major in Livelihood and Technology Education and currently an Electrical Adviser, He is now also in the CAR (Completely Academic Requirements) stage of his Master's Degree studies. he has established himself as a valuable member of our department, creating a supportive learning atmosphere and making a substantial contribution to curriculum development.

Glenn S. Talua, MERE: Mr. Talua is currently a COS member under the college of industrial, he is specializing in Electrical, and a Registered Electrical Engineer, with his Master's Degree of Engineering in Renewable Energy, currently he is specializing in the field of Electrical Technology under the college of industrial technology and he has a strong commitment to student success and a track record of exceptional teaching.

The services of these personnel are essential for the continuous and efficient operation of our office/department. We kindly ask for your approval for the renewal of their contracts effective of Second Semester.

Lastly, I am respectfully requesting for hiring another additional faculty personnel for the second semester year 2025 under the College of Industrial Technology in the following areas of specialization: **1 Drafting Technology, 1 Automotive Technology, 1 Electrical Technology,** and **1 Civil Technology.** This is to effectively address the shortage of experts in the field mentioned above, so that our department can adequately provide the necessary knowledge and services to our students. We believe that the addition of these positions will significantly improve the overall efficiency and effectiveness of the College of Industrial Technology, ultimately benefiting both our students and faculty.

Thank you for considering this request. Should you need additional information or documentation, please let us know.

Warm regards,

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Dean, College of Industrial Technology

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Campus, Director

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Isulan, Sultan Kudarat

Dear Sir,

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I am writing to formally recommend the following personnel for temporary employment in recognition of their dedication, competence, and significant contributions to our office/department.

Sarip E. Pangsayan, MAT-PE (CAR): Mr. Pangsayan is currently a Sports Coordinator, Supply Officer and a COS faculty member in the industrial Technology major, specializing in Physical Education. He is currently in the CAR (Completely Academic Requirements) stage of his Master of Arts in Teaching, majoring in Physical Education and has consistently demonstrated exceptional teaching skills and a strong commitment to student success.

Lebilyn G. Almanon, MAT-PE (CAR): Ms. Almanon is currently a COS Faculty member under the College of Industrial Technology, specializing in Physical Education. Currently she has completed the Academic Requirements (CAR) for her Master's Degree in Sultan Kudarat State University, and has been a recipient of Honoris Causa (Doctorate in Physical Education) from the Thames International University. She consistently showcases her expertise in teaching, providing exceptional guidance to her students.

Dave D. Daza, MAT-Science (CAR): Mr. Daza is currently a COS faculty member and part of College in Industrial Technology major, specializing Physics and Chemistry. He is now also in the CAR (Completely Academic Requirements) stage of his Master of Arts in teaching Science Degree studies. He showed a great dedication to student progress and outstanding teaching abilities on a regular basis.

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These individuals have demonstrated exemplary work ethics, a strong commitment to their roles, and have consistently met or exceeded performance expectations. Their regularization will not only acknowledge their contributions but also enhance their ability to perform their duties more effectively as part of our long-term team.

I believe that formalizing their employment will strengthen our team and contribute to the long-term goals of our office/department.

I respectfully seek your approval of this request. Should further documentation or details be required, I will be happy to provide them.

Thank you for considering this matter.

Warm regards,

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12/12/24 [initials]