



Office of the College Dean

College of Industrial Technology
Isulan Campus

OFFICE MEMORANDUM No. 16, Series 2024

TO: RANDY T. BERINA

FROM: ABRAHAM S. ACCAD, PhD
Dean, College of Industrial Technology

APPROVED: ELMER C. BUENAVIDES, DIT
Campus Director

SUBJECT: OFFICER IN CHARGE

DATE: September 9, 2024

1. You are hereby directed to act as officer-in-charge of the College of Industrial Technology on September 9-1, 2024 while the College Dean is on leave. As such, you are requested to perform the following tasks:
 - a) Oversee the College of Industrial Technology;
 - b) Supervising the on-going regular classes;
 - c) Ensure that the electrical connections are turned off after office hours; and
 - d) Perform other tasks as deemed necessary.

For your information and guidance.

