



OFFICE OF THE COLLEGE DEAN
INDUSTRIAL TECHNOLOGY

SKSU_ISU_CIT_MEMO No. 06 2024

To : MICHAEL C. ARRIVAS, MAT
IRENE A. BINAG, MAT

From : RANDY T. BERINA, MAT
Dean, College of industrial technology

Subject : OFFICER -IN-CHARGE

Date : December 13,2024

You are hereby directed to act as Officer-in-Charge(OIC) of the College of Industrial Technology on December 16, 2024 up to December 31, 2024 while the Dean is on special forced leave.

Thus, the undersigned humbly request you to perform the following task:

1. Carry out the usual task assigned to the College Dean;
2. Oversee the College and monitor the regular work of personnel;
3. Ensure the safety and well-being of employees and students;
4. Maintain the cleanliness and orderliness of the college;
5. Coordinate with the undersigned regarding transactions requiring his attention and consent; and
6. Perform other tasks assigned from time to time.

For your information and guidance.