



*Office of the Campus Director*  
Isulan Campus

**OFFICE MEMORANDUM No. 60, Series 2024**

**TO:** **BENEDICT A. RABUT, DIT**  
Dean, College of Computer Studies

**ROMMEL M. LAGUMEN**  
Dean, College of Engineering

**ABRAHAM S. ACCAD**  
Dean, College of Industrial Technology

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**FROM:** **ELMER C. BUENAVIDES, DIT**  
Campus Director

**SUBJECT:** **OFFICERS-IN-CHARGE (OIC)**

**DATE:** **November 13, 2024**

You are hereby directed to act as Officers-in-Charge (OIC) of the campus while the Director is on official travel from November 14-15, 2024 to act as a Resource Person in Water District Training and Development for its Personnel. As such you are humbly requested to perform the following:

1. Oversee the campus and monitor the regular conduct of classes.
2. Ensure the safety and well-being of the employees and students.
3. Maintain cleanliness and orderliness of the campus.
4. Remind the personnel that lights in outdoor areas and well-lit offices are turned off during the day. Unplug all appliances before leaving the office. Air conditioners should be turned on at 9:00 AM and turned off at 3:00 PM.
5. Perform other tasks as deemed necessary.

For your information and compliance.