



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

Website: [www.sksu.edu.ph](http://www.sksu.edu.ph) Email: [office@sksu.edu.ph](mailto:office@sksu.edu.ph) Phone: (054) 200-7335

**OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER**  
**FINANCE DIVISION**

Date: 02/12/2025

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:*

- Budgetary requirements are programmed in the Work & Financial Plan for 2025.
- meals/snacks, supplies/materials must undergo procurement process.

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

*2/12*



## ACTIVITY DESIGN

### I. BASIC INFORMATION

Title

**CAREER INFORMATION DRIVE 2025/  
CAREER GUIDANCE OF THE COLLEGE OF  
INDUSTRIAL TECHNOLOGY**

Proponent:

**COLLEGE OF INDUSTRIAL TECHNOLOGY**

Coordinator

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

**JENA MAE F. VALERIO, MAT**  
BTVTEd Program Chairperson

**MICHAEL C. ARRIVAS, MAT**  
BSIT 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

**FEBRUARY 26-28, 2025**

Source of Fund

**Fund 164 - *Isang - 60***

Budget

**39,614.2**

### 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





VI. BUDGET REQUIREMENTS				
PARTICIPANTS	PARTICULARS	QUANTITY	UNIT PRICE	AMOUNT
Major Faculty of College of Industrial Technology	1 meal (2 viands, 1 dessert, & 1 beverage)	25	220.00	5,500.00
	Photo paper Long Glossy	39	440.00	17,160.00
	Tarpaulin	30	565.14	16,954.20
	Total			39,614.2

#### VII. SCHEDULES OF ACTIVITIES

Group	GROUP	Activity	Area
Group 1  Actual Career Guidance	1. Randy T. Berina  2. Debbie Joy Arrivas 3. Michael C. Arrivas 4. Irene Binag 5. Jainar Kirk Jing 6. Cirilo Evangelista 7. Bravante, Lemuel	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	1. Charlie J. Maghanoy 2. Cyril John Domingo 3. Jester Pasinag 4. Realyn Pahunar 5. Jonathan Valdez 6. Shelmer Carigaba 7. Glenn Talua	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



Group 3

Actual  
Career  
Guidance

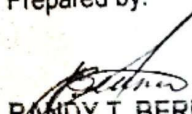
1. Abraham Accad
2. Mildred Accad
3. Randy Berina
4. Jena Mae Valerio
5. Josue Guinsan
6. Kristian Jay Cabañal
7. Marilyn Juezan
8. Yzyl Domingo

1. Delivery of Communication for Booking
2. Conduct the Career Guidance and Information Drive

South Cotabato (selected schools)

- T'Boli NHS
- Edwards NHS
- Lamian NHS
- Tantangan Trade NHS
- Libertad NHS
- Sto. Niño NHS
- Lapuz NHS
- Norala NHS
- Panay NHS

Prepared by:

  
**RANDY T. BERINA, MAT**

Dean, College of Industrial Technology

Recommending Approval:

  
**ROMMEL M. LAGUMEN**

Campus Director

  
**REYNALDO H. DALAYAP, PhD**

Vice President for Finance  
SULTAN KUDARAT STATE UNIVERSITY  
By Authority of the President:

Approved:   
OIC

**MARITES B. JAVA, EdD**  
Vice President for Academic Affairs

**SAMSON L. MOLAO, EdD**  
University President





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.

[illegible]

## Date Prepared: \_\_\_\_\_

Schedule Management of Activities

[illegible]



Republic of the Philippines  
**SULTAN KUDARAT STATE UNIVERSITY**  
EJC Marilla, City of Tacurong, 9606  
Province of Sultan Kudarat

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

Date Prepared

PROJECT TITLE: ISULAN CAMPUS TULINSIR STUDENT DEV - CD-ISULAN-SD

ITEM	DESCRIPTION OF PROJECTS	OFFICE	FUND	PURPOSE OF PROJECT	ESTIMATED COST	ESTIMATED BUDGET	ESTIMATED PROCUREMENT	ESTIMATED PROJECT COST	Schedule Milestone of Activities											
									1	2	3	4	5	6	7	8	9	10	11	12
career guidance	career guidance	50	PAN	220,000	220,000	11,000,000	11,000,000	11,000,000	0	0	0	0	0	0	0	0	0	0	0	0
Sub-Total						230,509.45														
Grand Total:																				

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

Prepared by:

Budget Allocation

Approved by:

**RODMEL M. LAGUMEN**  
Office Head

**FEDER JOHN D. CANLAS, CPA**  
Accountant III

**SAMSON C. MOLAO**  
President