



## Planning and Development Office

Memorandum No. 05, s. 2025

FOR : **ALL KEY OFFICIALS**  
This University

FROM : **ENGR. ABDULMANAP K. TATO, MPA**  
Director, Office of the Planning and Development

DATE : **27 October 2025**

SUBJECT : **Conduct of the Year-End Review and Planning Workshop for  
FY 2025 and FY 2026**

Greetings of Harmony!

Pursuant to the University's commitment to continuous organizational improvement and in alignment with the SKSU VMGO, the Office of the Planning and Development will spearhead the conduct of the Year-End Review and Planning Workshop on October 29–30, 2025, to be held 3<sup>rd</sup> Floor, Administration Building, SKSU - ACCESS Campus, EJC Montilla, Tacurong City.

This activity is designed to provide a comprehensive platform for evaluating the performance of the University for Fiscal Year (FY) 2025 and for formulating actionable and responsive plans for FY 2026. The workshop shall also generate data essential for the University Annual Report and ensure alignment of institutional initiatives and directions with the University Mandates.

All concerned officials are hereby enjoined to actively participate and to prepare the necessary reports, presentations, and performance documents relevant to their respective functions. Kindly ensure submission of the following in advance to the OPD Secretariat:

- FY 2025 Accomplishment Reports (per MFO);
- Identified Issues, Gaps, and Recommendations;
- Preliminary Plans and Targets for FY 2026.