



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

<https://www.sksu.edu.ph> officeofthepresident@sksu.edu.ph (064) 200-7336

Office of the Campus Director

ISULAN CAMPUS

Travel Order

(Travel within the region)

No. _____

Name : RANDY BERINA	Date : February 7, 2025
Designation : DEAN, INDUSTECH COLLEGE	Departure Date : February 10, 2025
Station : Isulan-Campus	Return Date : February 13, 2025
Destination : Isulan, Tacurong, South Cotabato, SNA, Sultan Kudarat	
Purpose : TO DEPLOY BTVTED PRE-SERVICE TEACHERS (Internship)	

Official Time

Official Business

(For Group Travel)

Accompanied by:

ABRAHAM ACCAD - College Local & International Linkages Coordinator Official Time Official Business

MILDRED ACCAD - Internship Coordinator Official Time Official Business

JENA MAE FATAGANI-VALERIO - BTvTED Program Chair Official Time Official Business

Official Time Official Business

STUDENTS:

ESPERANZA NHS

1. BINANSIL, RHEA M. - FSM
2. CLAMOR, ELLA MAE L. - FSM

3. DUALLO, JEMBOY T. - ET
4. LOMONGO, BEA ROSE V. - FSM
5. TICZON, JEZEBEL M. - FSM

Vehicle shall be provided: Yes

Not Necessary

Remarks: _____

NOTED BY:

ROMMEL M. LAGUMEN

Campus Director

RECOMMENDING APPROVAL:

C. B.
MARITES B. JAVA, EdD
VPAAs

APPROVED BY:

S. L. M.
SAMSON L. MOLAO, EdD
University President

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that the above-mentioned name/s actually appeared in this office during _____ to _____. This certification is issued upon his/her request as evidence.



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JENA MAE FATAGANI-VALERIO - BTVTED Program Chair Official Time Official Business

STUDENTS:

DATU MATILONDO GALMAK NHS

- | | |
|---------------------------------------|-------------------------------------|
| 1. DOLOR, KRISTINE MAE N. - FSM | 5. PILVERA, ADRIENNE SHANE J. - FSM |
| 2. GALARPE, RHEA MAE DESIREE V. - FSM | 6. SANCHEZ, JANET A. - FSM |
| 3. GARNICA, RIZZABELL L. - DT | 7. SANGALANG, BERNADETTE L. - FSM |
| 4. PERICON, GEZYL MAE D. - FSM | |

Vehicle shall be provided: Yes

Not Necessary

Remarks: _____

~~NOTED BY:~~

ROMMEL M. LAGUMEN

Campus Director

RECOMMENDING

APPROVAL:

Cesar
MARITES B. JAVA, EdD
VPA

APPROVED BY:

Samson L. Molao, EdD
University President

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MILDRED ACCAD - Internship Coordinator Official Time Official Business
JENA MAE FATAGANI-VALERIO - BTVted Program Chair Official Time Official Business

STUDENTS:

BUSOK NHS

1. AMPARAN, GAZELLE M. - DT
2. CASIBUA, CRISSHA CLOTILDE C. - FSM
3. CERBAÑA, ANELEN V. - FSM
4. DEL ROSARIO, JHON ERMIE A. - AT
5. FINCALE, KRISTINE B. - FSM

Vehicle shall be provided:

Yes

Not Necessary

Remarks: _____

NOTED BY:

ROMMEL M. LAGUMEN

Campus Director

RECOMMENDING

APPROVAL:

Marites B. Java, EdD
VPAA

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MILDRED ACCAD - Internship Coordinator Official Time Official Business
JENA MAE FATAGANI-VALERIO - BTVID Program Chair Official Time Official Business

STUDENTS:

ISULAN NHS

1. BOMES, LEAN JAMELA A. - FSM
2. CONDE, RICA MAE N. - ET
3. DAGMIL, DHENVER O. - FSM
4. GILSANA, CHESTER JAY A. - ET

Vehicle shall be provided: Yes

Not Necessary

5. SALAZAR, AYESSA ANNE D. - ET
6. SEGA-AN, SHEILA MAE B. - FSM
7. UNAO, ELISA JOY U. - DT
8. VILLA, RAMIL C. - FSM

Remarks: _____

NOTED BY:

ROMMEL M. LAGUMEN

Campus Director

RECOMMENDING
APPROVAL:

Cebu
MARITES B. JAVA, Edd
VPAA

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JENA MAE FATAGANI-VALERIO - BTvTED Program Chair Official Time Official Business

STUDENTS:

KALANAWE II NATIONAL HIGH SCHOOL

1. CANIEDO, ANGELYN V. - FSM

Vehicle shall be provided: Yes

Not Necessary

Remarks: _____

NOTED BY:

ROMMEL M. LAGUMEN

Campus Director

RECOMMENDING

APPROVAL:

MARITES B. JAVA, EdD
VPAA

APPROVED BY:

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JENA MAE FATAGANI-VALERIO - BTVTED Program Chair Official Time Official Business

STUDENTS:

LAMBAYONG NATIONAL HIGH SCHOOL

1. SANTIAGO, JEFFREY R. - FSM

Vehicle shall be provided: Yes

Not Necessary

Remarks: _____

NOTED BY:

ROMMEL M. LAGUMEN

Campus Director

RECOMMENDING APPROVAL:

Caloy
MARITES B. JAVA, EdD
 VPAAs

APPROVED BY:

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SAMSON L. MOTAO, EdD
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JENA MAE FATAGANI-VALERIO - BTVTED Program Chair Official Time Official Business

STUDENTS:

LAPUZ NATIONAL HIGH SCHOOL

1. BIBOSO, JOHN CLIFORD V. - AT
2. DAGMIL, JANELYN T. - FSM
3. FEDERISO, CHARISE C. - ET

4. LEGARDA, REGENE P. - FSM
5. MAGBANUA, JAYDE C. - FSM

Vehicle shall be provided:

Yes

Not Necessary

Remarks: _____

NOTED BY:

ROMMEL M. LAGUMEN
Campus Director

RECOMMENDING
APPROVAL:

Caboy
MARITES B. JAVA, EdD
VPAA

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STUDENTS:

LIBERTAD NATIONAL HIGH SCHOOL

1. CARRERA, REY MARC S. - FSM
2. MONTAÑO, ESMAEL C. - DT

Vehicle shall be provided: Yes

Not Necessary

Remarks: _____

NOTED BY:

ROMMEL M. LAGUMEN

Campus Director

RECOMMENDING

APPROVAL:

MARITES B. JAVA, EdD
VPAA

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JENA MAE FATAGANI-VALERIO - BTVTEd Program Chair Official Time Official Business

STUDENTS:

MALAYA NATIONAL HIGH SCHOOL

1. ENANORIA, CHARLENE A. - FSM
2. VILLANUEVA, LOURY JEAN - AT

Vehicle shall be provided:

Yes

Not Necessary

Remarks: _____

NOTED BY:

ROMMEL M. LAGUMEN

Campus Director

RECOMMENDING

APPROVAL:

Celia
MARITES B. JAVA, EdD
VPAA

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STUDENTS:

NORALA NATIONAL HIGH SCHOOL

- | | |
|--------------------------------|---------------------------------|
| 1. DETORIO, D-SY KLER F. - FSM | 4. SINDOL, ALLYSON JOY R. - FSM |
| 2. MELITON, ANNA MAE B. - FSM | 5. ZAMORA, JAMIACA W. - FSM |
| 3. PAGHACIAN, SYRON D. - DT | |

Vehicle shall be provided: Yes

Not Necessary

Remarks: _____

NOTED BY:

ROMMEL M. LAGUMEN

Campus Director

RECOMMENDING

APPROVAL:

MARITES B. JAVA, EdD
VPAA

APPROVED BY:

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JENA MAE FATAGANI-VALERIO - BTvTED Program Chair Official Time Official Business

STUDENTS:

PANAY NATIONAL HIGH SCHOOL

1. PABATANG, HEZEL F. - FSM

Vehicle shall be provided:

Yes

Not Necessary

Remarks: _____

~~NOTED BY:~~

ROMMEL M. LAGUMEN

Campus Director

RECOMMENDING
APPROVAL:

MARITES B. JAVA, EdD
VPAA

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JENA MAE FATAGANI-VALERIO - BTVted Program Chair Official Time Official Business

STUDENTS:

SAN EMMANUEL NATIONAL HIGH SCHOOL

1. BALSOMO, LENVEL BRAIN C. - AT
2. BEDONIA JAYSON S. - ET

3. DAGMIL, ROGELIO JR. T. - AT
4. ESTRELLA, CRIS JOHN S. - AT
5. MAQUILAN, JASPER P. - AT

Vehicle shall be provided:

Yes
 Not Necessary

Remarks: _____

NOTED BY :

ROMMEL M. LAGUMEN
Campus Director

RECOMMENDING

APPROVAL:

Candy
MARITES B. JAVA, EdD
VPAA

APPROVED BY:

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JENA MAE FATAGANI-VALERIO - BTVENTED Program Chair Official Time Official Business

STUDENTS:

**SENATOR NINOY AQUINO NATIONAL HIGH
SCHOOL**

1. GUIRNALDO, DINAH ROSE D. - FSM

Vehicle shall be provided: Yes

Not Necessary

Remarks: _____

NOTED BY:

ROMMEL M. LAGUMEN

Campus Director

RECOMMENDING

APPROVAL:

MARITES B. JAVA, EdD
VPAAsignature

APPROVED BY:

SAMSON L. MOLAO, EdD
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JENA MAE FATAGANI-VALERIO - BTVted Program Chair Official Time Official Business

STUDENTS:

TACURONG NATIONAL HIGH SCHOOL

- | | |
|--------------------------------------|--------------------------------|
| 1. BERNALES, JULIANA NICOLE T. - FSM | 3. GOBUYAN, JESSA MAE B. - FSM |
| 2. BUENCUCHILLO, SHEILA M. - FSM | 4. MARCELINO, JOLYN N. - FSM |
| | 5. ROMBAWA, DELILAH A. - FSM |

Vehicle shall be provided:

Yes

Not Necessary

Remarks: _____

NOTED BY :

ROMMEL M. LAGUMEN

Campus Director

RECOMMENDING

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VPAA

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25-00952

Office of the Campus Director
ISULAN CAMPUS
FEB 10 2025
DATE
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JENA MAE FATAGANI-VALERIO - BTVted Program Chair Official Time Official Business

STUDENTS:

TANTANGAN NATIONAL HIGH SCHOOL

1. GERON, MYCAH U. - FSM

Vehicle shall be provided:

Yes

Not Necessary

Remarks: _____

NOTED BY:

ROMMEL M. LAGUMEN
Campus Director

RECOMMENDING
APPROVAL:

C. B. JAVA
MARITES B. JAVA, EdD
VPAA

APPROVED BY:

SAMSON L. MOLAO, EdD
University President

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that the above-mentioned name/s actually appeared in this office during _____ to _____. This certification is issued upon his/her request as evidence.



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

<http://www.sksu.edu.ph> officeofthepresident@sksu.edu.ph (064) 200 7338

25-00952

Office of the Campus Director

ISULAN CAMPUS

SULTAN KUDARAT STATE UNIVERSITY
OFFICE OF THE PRESIDENT

FEB 10 2025

DATE

Travel Order

(Travel within the region)

No. _____

Name : RANDY BERINA Date : February 7, 2025
Designation : DEAN, INDUSTECH COLLEGE Departure Date : February 10, 2025
Station : Isulan-Campus Return Date : February 13, 2025
Destination : Isulan, Tacurong, South Cotabato, SNA, Sultan Kudarat
Purpose : TO DEPLOY BTVTED PRE-SERVICE TEACHERS (Internship)

_____ Official Time

_____ Official Business

(For Group Travel)

Accompanied by:

ABRAHAM ACCAD - College Local & International Linkages Coordinator _____ Official Time _____ Official Business
MILDRED ACCAD - Internship Coordinator _____ Official Time _____ Official Business
JENA MAE FATAGANI-VALERIO - BTVTED Program Chair _____ Official Time _____ Official Business

STUDENTS:

TBOLI NATIONAL HIGH SCHOOL

1. CORDERO, ABEGAIL C.- ET

Vehicle shall be provided:

_____ Yes

_____ Not Necessary

Remarks: _____

~~NOTED BY:~~

ROMMEL M. LAGUMEN

Campus Director

RECOMMENDING

APPROVAL:

Candy
MARITES B. JAVA, EdD
VPAAs

APPROVED BY:

SAMSON L. MOLAO, EdD
University President

CERTIFICATE OF APPEARANCE

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Office of the Campus Director

25-01291

SULTAN KUDARAT STATE UNIVERSITY

OFFICE OF THE PRESIDENT

RECEIVED

FEB 21 2025
DATE

ISULAN CAMPUS

Travel Order

[Travel within the region]

No. _____

Name : RANDY BERINA Date : February 21, 2025
Designation : DEAN, INDUSTECH COLLEGE Departure Date : February 26, 2025
Station : Isulan-Campus Return Date : February 26, 2025
Destination : Pres. Quirino NHS, Tacurong NHS, Grilo NHS, Lambayong NHS, Kalanawi II NHS, Maligaya NHS, Mamalin NHS
Purpose : TO CONDUCT A CAREER INFORMATION DRIVE 2025

Official Time
 Official Business
(For Group Travel)
Accompanied by:

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

Vehicle shall be provided:

Yes

Not Necessary

Remarks: _____

NOTED BY:
ROMMEL M. LAGUMEN
Campus Director

RECOMMENDING
APPROVAL:

MARITES B. JAVA, Edd
VPAA

APPROVED BY:

SAMSON L. MOLAO, Edd
University President

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

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FILE



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Office of the Campus Director 25-01291

ISULAN CAMPUS

SULTAN KUDARAT STATE UNIVERSITY

OFFICE OF THE PRESIDENT

RECEIVED

FEB 21 2025

DATE

Travel Order

(Travel within the region)

No. _____

Name : RANDY BERINA Date : February 21, 2025
Designation : DEAN, INDUSTECH COLLEGE Departure Date : February 26, 2025
Station : Isulan-Campus Return Date : February 26, 2025
Destination : Pres. Quirino NHS, Tacurong NHS, Gingo NHS, Lambayong NHS, Kalanawi II NHS, Maligaya NHS, Mamallin NHS
Purpose : TO CONDUCT A CAREER INFORMATION DRIVE 2025

Official Time

Official Business

(For Group Travel)

Accompanied by:

1. Randy T. Berina
2. Debbie Joy Arrivas
3. Michael C. Arrivas
4. Irene Binag
5. Jainer Kirk Jing
6. Cirilo Evangelista
7. Bravante, Lemuel

Vehicle shall be provided:

Yes

Not Necessary

Remarks: _____

NOTED BY: *[Signature]*

ROMMEL M. LAGUMEN

Campus Director *[Signature]*

RECOMMENDING
APPROVAL:

[Signature]
MARITES B. JAVA, EdD
VPAA

APPROVED BY:

[Signature]
SAMSON L. MOLAO, EdD
University President

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

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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/meals, supplies/materials must undergo procurement process.

2/n

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

BASIC INFORMATION**ACTIVITY DESIGN**

Title

Proponent:

Coordinator

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

COLLEGE OF INDUSTRIAL TECHNOLOGY

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 - ~~2024-2025~~ ✓

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

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13 FEB 2025
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OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
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CONTROL NO.: 22-00051
DATE: 13-2-25
BY: *[Signature]*

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

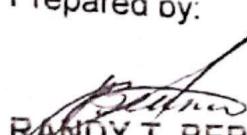
VII. SCHEDULES OF ACTIVITIES

Group	GROUP	Activity	Area
Group 1 Actual Career Guidance	<p>1. Randy T. Berina</p> <p>2. Debbie Joy Arrivas</p> <p>3. Michael C. Arrivas</p> <p>4. Irene Binag</p> <p>5. Jainar Kirk Jing</p> <p>6. Cirilo Evangelista</p> <p>7. Bravante, Lemuel</p>	<p>1. Delivery of Communication for Booking</p> <p>2. Conduct the Career Guidance and Information Drive</p>	<p>Sultan Kudarat (Selected School)</p> <ul style="list-style-type: none"> - Pres. Quirino NHS - Tacurong NHS - Griño NHS - Lambayong NHS - Kalanawi II NHS - Maligaya NHS - Mamali NHS
Group 2 Actual Career Guidance	<p>1. Charlie J. Maghanoy</p> <p>2. Cyril John Domingo</p> <p>3. Jester Pasinag</p> <p>4. Realyn Pahunar</p> <p>5. Jonathan Valdez</p> <p>6. Shelmer Carigaba</p> <p>7. Glenn Talua</p>	<p>1. Delivery of Communication for Booking</p> <p>2. Conduct the Career Guidance and Information Drive</p>	<p>Sultan Kudarat (Selected Schools)</p> <ul style="list-style-type: none"> - Isulan National HS - Bambad NHS - Esperanza National HS - New Panay NHS - Salabaca NHS - Biwang NHS - New Pangasinan NHS


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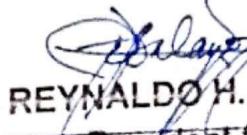
Group 3 Actual Career Guidance	1. Abraham Accad 2. Mildred Accad 3. Randy Berina 4. Jena Mae Valerio 5. Josue Guinsan 6. Kristian Jay Cabañal 7. Marilyn Juezan 8. Yzyl Domingo	1. Delivery of Communication for Booking 2. Conduct the Career Guidance and Information Drive	South Cotabato (selected schools) <ul style="list-style-type: none"> - T'Boli NHS - Edwards NHS - Lamian NHS - Tantangan Trade NHS - Libertad NHS - Sto. Niño NHS - Lapuz NHS - Norala NHS - Panay NHS
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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