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OFFICE OF THE COLLEGE DEAN

COLLEGE OF INDUSTRIAL TECHNOLOGY

SKSU_ISU_CIT_MEMO NO. 36 2025

To : ENGR. GLENN S. TALUA, MERE
Bind. Tech. Program Chair

SPJ
: PROF. IRENE A. BINAG, MAT
BTVTEd Program Chair

From: : CHARLIE J. MAGHANOY, Ed.D.
Designate-Dean

Subject : A Friendly Reminder on Authorized Signing of Faculty Members' Daily Time Record (DTR)

Date : August 8, 2025

Please be informed that if the designated College Dean has not issued a memorandum authorizing the signing of the faculty members' Daily Time Record (DTR), or has not officially designated an Officer-in-Charge (OIC), kindly refrain from signing the DTR.

Instead, place the DTR on top of the table and leave it unsigned. The dean will sign upon his return to office.

Thank you for your understanding and cooperation.

For your information, guidance, and action.

Signature
2025-08-07