



Republic of the Philippines  
**SULTAN KUDARAT STATE UNIVERSITY**  
Isulan Campus, Isulan, Sultan Kudarat, 9805  
Province of Sultan Kudarat

CERTIFIED  
180 HOURS 2018  
Certificate for **SKSU**  
PALS 180038 **SKSU**

**OFFICE OF THE CAMPUS DIRECTOR**

**Date:** 11.16.2020

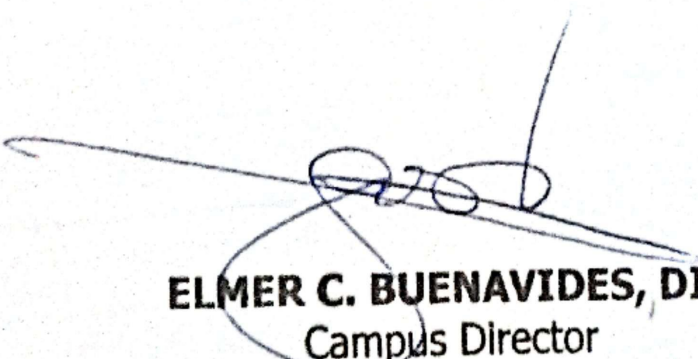
**TO/FOR:** College Deans

**Subject:** Attached Memo

**Action/s Needed:**

- ☒ for your information and perusal
- ☒ for appropriate action/compliance
- ☐ for comments/suggestion/recommendation
- ☐ for signature/Approval
- ☐ please come for a meeting/briefing

**Remarks:**

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



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

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MEMORANDUM NO. 147, S. 2020

APPROVED FOR POSTING

Signature: *[Signature]*

Valid from 11-19-2020 to 11-19-2020

TO : CAMPUS DIRECTORS/DEANS  
HUMAN RESOURCE MANAGEMENT OFFICER  
IQA

FROM : *[Signature]*  
ROLANDO F. HEGHANOVA, RPAE, Ph.D.  
President

SUBJECT : SUBMISSION/PRESENTATION OF INPUTS FOR THE MANAGEMENT  
REVIEW/YEAR-END REVIEW AND PLANNING WORKSHOP

DATE : NOVEMBER 13, 2020

1. You are hereby directed to prepare the following as inputs needed (in matrix form) for the Management Review/Year-end Review and Planning Workshop on November 17-19, 2020, to wit:
  - 1.1. Updated Inventory of Physical Facilities, Equipment (including ICT) and Human Resources and Needs; and
  - 1.2. Internal and external issues and recommendations.
2. The Human Resource Management Officer will report the customer satisfaction feedback.
3. The IQA will report the results during the Remote Surveillance Audit and actions to findings and recommendations.
4. The foregoing data will serve as the bases in preparation of the Management Review Minutes and of planning for the targets and accomplishments for FY 2021.
5. For your guidance and strict compliance.

Lgp/2020

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