



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
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**OFFICE OF THE COLLEGE DEAN
INDUSTRIAL TECHNOLOGY**

SKSU_ISU_CIT_MEMO No. 22 2025

To : **ALL FACULTY OF INDUSTRIAL TECHNOLOGY**

From : **CHARLIE J. MAGHANOY, Ed.D.**
Dean, College of Industrial Technology

Subject : **SUBMISSION OF FACULTY PORTFOLIO**

Date : **APRIL 24, 2025**

In compliance with the directive from the **Division for Instruction** regarding their upcoming visit, you are hereby requested to submit your **Faculty Portfolio** for inspection and documentation.

Each portfolio must include the following:

- Updated faculty workload
- Official class list
- Student orientation
- Course syllabus
- Approved Table of Specifications (TOS) for midterm and final examinations
- Copies of the midterm and final exam questionnaires

Please submit your complete portfolio in a **long blue clear book** to the **CIT Dean's Office** starting today until tomorrow, **April, 25, 2025**. Kindly follow the prescribe **Table of Content** and use the **editable attached template** to ensure **uniformity**.

For your information and guidance and action.

VISION: A leading University in advancing scholarly innovation, multi-cultural convergence, and responsive public service in a borderless Region. | **MISSION:** The University shall primarily provide advanced instruction and professional training in science and technology, agriculture, fisheries, education and other relevant fields of study—it shall also undertake research and extension services, and provide progressive leadership in its areas of specialization. | **MAXIM:** Generator of Solutions
| **CORE VALUES:** Patriotism, Respect, Integrity, Zeal, Excellence in Public Service