



2<sup>nd</sup> Endorsement  
October 15, 2025

Respectfully forwarded to the Office of the University President, DR. SAMSON L. MOLAO, the herein attached endorsement of PROF. ROMMEL M. LAGUMEN, Director of Isulan Campus and a letter of DR. CHARLIE J. MAGHANOY, Dean of the College of Industrial Technology, re: request for approval to designate ENGR. JEFFERSON C. TUNDAG as part-time instructor.

Engr. Tundag is a graduate of the Bachelor of Science in Computer Engineering program and an alumnus of this University. He is currently serving as Secretary of the College of Industrial Technology from 8:00 a.m. to 5:00 p.m. and is proposed to handle a part-time teaching load from 5:00 p.m. to 6:00 p.m., Monday to Friday, for the course INTECH 211 – Introduction to Information Technology. His Individual Faculty Workload (IFW) and daily activity schedule are attached for your perusal.

Hence, this Office respectfully endorses the request to designate Engr. Tundag as part-time instructor for your approval, subject to existing University policies and CSC rules and regulations.

Handwritten signature of Marites B. Java, EdD.  
MARITES B. JAVA, EdD  
Vice President for Academic Affairs

Handwritten signature of Dr. Samson L. Molao.  
Approved -