



25-01289

SULTAN KUDARAT STATE UNIVERSITY

OFFICE OF THE PRESIDENT

RECEIVED

FEB 21 2025

DATE

# Office of the Campus Director

ISULAN CAMPUS

## Travel Order

(Travel within the region)

No. \_\_\_\_\_

Name : RANDY BERINA	Date : February 21, 2025
Designation : DEAN, INDUSTECH COLLEGE	Departure Date : February 27, 2025
Station : Isulan-Campus	Return Date : February 27, 2025
Destination : Isulan NHS, Bambad NHS, Esperanza NHS, New Panay NHS, Salabac NHS, Biwang NHS, New Pangasinan NHS	
Purpose : TO CONDUCT A CAREER INFORMATION DRIVE 2025	

Official Time

Official Business

(For Group Travel)

Accompanied by:

1. Charlie J. Maghanoy
2. Cyril John Domingo
3. Jester Pasinag
4. Realyne Pahunar
5. Jonathan Valdez
6. Shelmer Carigaba
7. Glenn Talua

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:

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

(053) 432 5260 | 0917 520 2316 | [officeofthechiefadmin@sksu.edu.ph](mailto:officeofthechiefadmin@sksu.edu.ph) | [www.skru.edu.ph](http://www.skru.edu.ph)

## OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER FINANCE DIVISION

Date: 02/12/2025

TO/FOR:

OFFICE OF THE UNIV. PRES.

Subject:

AO 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/snacks, supplies/materials must undergo procurement process.

2/h

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



RECEIVED

FEB 13 2025 (LW)

DATE

SULTAN KUDARAT STATE UNIVERSITY  
OFFICE OF THE VICE PRESIDENT

FEB 13 2025

RECEIVED

CONTROL. NO.: 25-00051

DATE: 13-2-25

BY:

## ACTIVITY DESIGN

### I. BASIC INFORMATION

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

Proponent: : COLLEGE OF INDUSTRIAL TECHNOLOGY

Coordinator : 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 :

Budget : Fund 164 - ~~110000~~ 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

**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
<b>Total</b>				<b>39,614.2</b>

**VII. SCHEDULES OF ACTIVITIES**

Group	GROUP	Activity	Area
Group 1 Actual Career Guidance	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	1. Delivery of Communication for Booking 2. Conduct the Career Guidance and Information Drive	Sultan Kudarat (Selected School) - Pres. Quirino NHS - Tacurong NHS - Griño NHS - Lambayong NHS - Kalanawi II NHS - Maligaya NHS - Mamali NHS
Group 2 Actual Career Guidance	1. Charlie J. Maghanoy 2. Cyril John Domingo 3. Jester Pasinag 4. Realyn Pahunar 5. Jonathan Valdez 6. Shelmer Carigaba 7. Glenn Talua	1. Delivery of Communication for Booking 2. Conduct the Career Guidance and Information Drive	Sultan Kudarat (Selected Schools) - Isulan National HS - Bambad NHS - Esperanza National HS - New Panay NHS - Salabaca NHS - Biwang NHS - New Pangasinan NHS

Republic of the Philippines  
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 EJC Montilla, City of Tacurong, 9800  
 Province of Sultan Kudarat

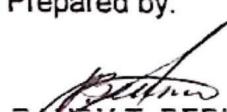
<https://www.sksu.edu.ph>

officeoftheresident@sksu.edu.ph

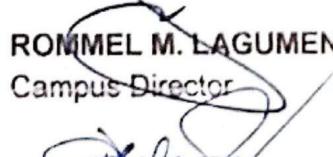
(064) 200-7336

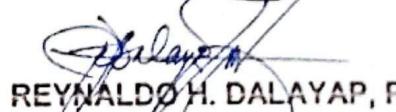
Group 3  Actual Career Guidance	1. Abraham Accad 2. Mildred Accad 3. Randy Berina 4. Jena Mae Valerio 5. Josue Guinsan 6. Kristian Jay Cabañal 7. Marilyn Juezan 8. Yzyl Domingo	1. Delivery of Communication for Booking  2. Conduct the Career Guidance and Information Drive	South Cotabato (selected schools)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