



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

25-08688

FEDERAL STATE UNIVERSITY
OFFICE OF THE PRESIDENT

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01/11/2025

DATE

10:10 pm

Planning and Development Office

Memorandum No. 05, s. 2025

FOR : ALL KEY OFFICIALS
This University

FROM : ENGR. ABDULMANAP K. TATO, MPA
Director, Office of the Planning and Development

DATE : 27 October 2025

SUBJECT : Conduct of the Year-End Review and Planning Workshop for
FY 2025 and FY 2026

Greetings of Harmony!

Pursuant to the University's commitment to continuous organizational improvement and in alignment with the SKSU VMGO, the Office of the Planning and Development will spearhead the conduct of the Year-End Review and Planning Workshop on October 29–30, 2025, to be held 3rd Floor, Administration Building, SKSU - ACCESS Campus, EJC Montilla, Tacurong City.

This activity is designed to provide a comprehensive platform for evaluating the performance of the University for Fiscal Year (FY) 2025 and for formulating actionable and responsive plans for FY 2026. The workshop shall also generate data essential for the University Annual Report and ensure alignment of institutional initiatives and directions with the University Mandates.

All concerned officials are hereby enjoined to actively participate and to prepare the necessary reports, presentations, and performance documents relevant to their respective functions. Kindly ensure submission of the following in advance to the OPD Secretariat:

- FY 2025 Accomplishment Reports (per MFO);
- Identified Issues, Gaps, and Recommendations;
- Preliminary Plans and Targets for FY 2026.