



Office of the Campus Director
Isulan Campus

Memorandum No.: 085, series of 2025

To : ALL FACULTY AND STAFF
SKSU-Isulan Campus

From **ROMMEL M. LAGUMEN**
Campus Director

Subject : PRE-OPENING FACULTY AND STAFF MEETING

Date: August 4, 2025

In preparation for the upcoming opening of classes on August 11, 2025, you are hereby directed to attend a Faculty and Staff meeting on August 7, 2025 at around 1:30PM. This meeting is being convened to ensure that all necessary academic and operational matters are properly addressed prior to the start of the school year. Your presence and active participation are required as we will deliberate on several important agenda items critical to a smooth and effective class opening.

The agenda for the meeting will include the following:

- (1) Opening of Classes;
 - (2) Classroom Preparations;
 - (3) Subject Syllabus Finalization;
 - (4) Class Orientation Plan;
 - (5) 5S + 2S Implementation and ISO Preparation;
 - (6) Updates on the Newly Created Department of General Education, and,
 - (7) Other Relevant Matters.

Your attendance is a must to ensure alignment and readiness across departments.

This notice serves as both information and directive for compliance.