



## OFFICE OF THE COLLEGE DEAN

### COLLEGE OF INDUSTRIAL TECHNOLOGY

**SKSU\_ISU\_CIT\_MEMO NO. 37 2025**

To : All Faculty and Staff

From: : CHARLIE J. MAGHANOY, Ed.D.  
Dean Designate

Subject : First College Meeting For First Semester A.Y.2025-2026

Date : August 26, 2025

In the interest of fostering academic collaboration and ensuring the efficient implementation of our plans for the current academic term, all faculty and staff are hereby enjoined to attend the **First College Meeting** for the First Semester of Academic Year 2025–2026, which will be held on **Thursday, August 28, 2025, at 8:00 a.m. onwards** at the **Faculty Room of the College**.

The following matters shall be taken up during the meeting:

1. Introduction of newly hired faculty members and staff
2. Updates on the submission of syllabi and course orientation forms
3. Assignment of tasks force relative to BTVTED Accreditation Level 3
4. Schedule of classroom observations
5. Preparation of individual portfolios
6. Follow-up on laboratory/shop equipment concerns/ New Proposals
7. Status update on the P7 Million CIT Building project
8. International On-the-job Training
9. Schedule of Career Guidance
10. Thesis Template
11. NABA Adviser
12. NABA Day
13. OJT Coordinator Turn Over
14. Other matters

The presence of all faculty and staff is earnestly expected, as your continued cooperation and commitment are vital to the sustained growth and development of the College.

For your guidance and strict compliance.