



**OFFICE OF THE COLLEGE DEAN
INDUSTRIAL TECHNOLOGY**

SKSU_ISU_CIT_MEMO No. 09 2024

To : GLENN S. TALUA, MERE

From : CHARLIE J. MAGHANOY, Ed.D.
Dean, College of industrial technology

Subject : OFFICER –IN-CHARGE

Date : March 18, 2025

You are hereby directed to act as Officer-in-Charge (OIC) of the College of Industrial Technology on March 20, 2025 up to March 21, 2025 while the Dean is on official on travel leave.

Thus, the undersigned humbly request you to perform the following task:

1. Carry out the usual task assigned to the College Dean;
2. Oversee the College and monitor the regular work of personnel;
3. Ensure the safety and well-being of employees and students;
4. Maintain the cleanliness and orderliness of the college;
5. Coordinate with the undersigned regarding transactions requiring his attention and consent; and
6. Perform other tasks assigned from time to time.

For your information and guidance,