



## OFFICE OF THE CAMPUS DIRECTOR

Date: 11-10-2018

TO/FOR: College Deans

Subject: Attached memo

Action/s Needed:

- for your information and perusal
- for appropriate action/compliance
- for comments/suggestion/recommendation
- for signature/Approval
- please come for a meeting/briefing

Remarks:

*Please disseminate. Thanks.*

**ELMER C. BUENAVIDES, DIT**  
Campus Director



ADAC MEMORANDUM NO. 006, S. 2020

20-4207<sup>4</sup>

TO : ALL MEMBERS OF ADMINISTRATIVE AND ACADEMIC COUNCILS

FROM : ROLANDO F. HECHANOA, RPAE, Ph.D.  
President

11/9/2020 11/16/2020

SUBJECT : ATTENDANCE TO JOINT ADMINISTRATIVE & ACADEMIC COUNCILS MEETING

DATE : NOVEMBER 09, 2020

1. You are hereby directed to participate in the Virtual Joint Administrative and Academic Councils Meeting through ZOOM on November 16, 2020 at exactly 9:00 a.m. (Meeting ID: 899 7226 0651; Passcode: 737055)
2. Key Officials in personal attendance are advised to observe health protocols strictly.
3. The agenda to be discussed are the following:

A. Administrative Matters

1. Report on Budget Utilization from September 16 to November 15, 2020 and Proposed Budget Utilization from November 16 to December 31, 2020 and January 1, 2022 to March 31, 2021
2. Operational Plans and Targets 2021
3. Program of Receipts and Expenditures FY 2021
4. Annual Procurement Plan (APP) 2021
5. BAC's Recommendation to Award the Infra Projects and Request to Grant Authority to the President to Sign and Issue Contracts, Notices of Award and Notices to Proceed
6. Request to Grant Authority to the University Accountant and the Cashier to Access Online the SKSU Bank Accounts with DBP-Tacurong and LBP-Isulan and Lebak Branches
7. Reactivation of Dormant Account on Tissue Culture and AREC with LBP-Isulan Branch
8. Appointment of Roselyn Floresca as Administrative Aide I

SKSU-ISULAN  
RECEIVED  
H. DATE: NOV 9 2020

B. Academic Matters

1. University Calendar of Activities
2. Curriculum Harmonization
3. Virtual Commencement Exercises
4. Kambuniyan 2020

C. Other Matters

4. For your guidance and strict compliance.

SULTAN KUDARAT STATE UNIVERSITY	
EJC MONTILLA, TACURONG CITY	
OFFICE OF THE PRESIDENT	
REC'D BY: _____	
DATE:	NOV 9 2020
TIME:	10:55 AM