



Republic of the Philippines  
SULTAN KUDARAT STATE UNIVERSITY  
Isulan Campus, Isulan, Sultan  
Kudarat, 9805 Province of Sultan  
Kudarat

CERTIFIED  
ISO 9001:2015  
Certificate No. **SKSU-ISO-9001-2015**  
PHL190035



**NARRATIVE TRAVEL REPORT**  
Training on Scan Tool / Scanner  
Morrow Street City of Koronadal  
November 9-13, 2020

The College of Industrial Technology sent **Randy T. Berina, MAT**, Automotive Technology faculty at the same time the Dean of the College to attend one-week training on Scan Tool / Scanner on the shop of Johnny Auto Supply from November 9, 2020 - November 13, 2020. This training was included in the contract on the tools awarded to Automotive Technology.

On the first day, the electrician started the orientation about scanner/scan tool uses and accessories. Then demonstrated the steps and procedure of troubleshooting using scan tool.

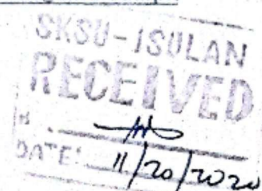
Next three days, the actual return demonstration, like identifying of sensors and its location, date trouble code identification. Actual hands-on using scan tool/scanner in the different brand of vehicles was done during the training. On the last day was giving of certificates to the participants and picture takings.

This activity was significant to Automotive Technology especially in both instructors and students to be equipped and knowledgeable on how to operate, care and use tools/scanner before using it.

The activity ended productively and successfully.

Prepared by:

**RANDY T. BERINA, MAT**  
Dean, College of Industrial Technology  
Automotive Faculty





APPROVED TRAVEL ORDER

Republic of the Philippines  
SULTAN KUDARAT STATE UNIVERSITY  
Isulan Campus, Isulan, Sultan Kudarat,  
9805 Province of Sultan Kudarat

November 8, 2020 20-4182

TRAVEL ORDER

Name: RANDY T. BERINA  
Station: Sksu - Isulan Campus

You are hereby directed to proceed to Johnny Auto Supply, A. Morrow Bl. City of Zamboanga on November 9-13, 2020 to perform the following tasks:

1. To attend training on Scan Tool / Scanner, and
2. To do other related tasks as deemed necessary.

Travel is necessary and cannot be delegated due to attached communication.  
Per Diem and Expense allowed.

ELMER C. PUENAYDES, DIT  
Campus Director

Recommending Approval:  
CHRISTINE P. ABO, PhD.  
Vice President - Academic Affairs

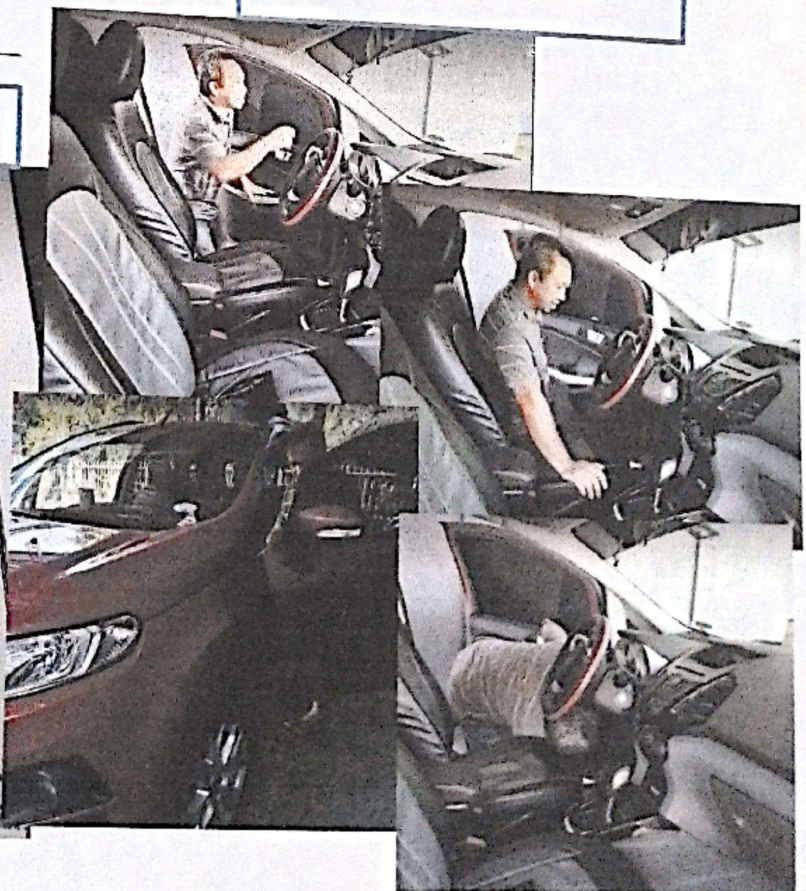
Approved:  
ROLANDO F. HECHANOVA, PhD  
University President

*Received additional car (1) instructor in Zamboanga to attend the training. Being so a business travel is possible and approved.*

AT THE VENUE



ACTUAL DEMONSTRATION



Certificate of Appearance

JOHNNY AUTO SUPPLY

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN,


This is to certify that Mr. RANDY T. BERINA of the SULTAN KUDARAT STATE UNIVERSITY has appeared in JOHNNY AUTO SUPPLY on NOVEMBER 9-13, 2020 on Official Business/Official time to attend Training-Workshop on SCAN TOOL USAGE/SCANNER USAGE.

Given this 13<sup>th</sup> day of November 2020

RANDY T. TOBIANO CO  
SALES MANAGER  
DIRECT LINE 09124521281

YOU'RE PARTNER IN QUALITY AND AFFORDABLE SPARE PARTS



 **JOHNNY AUTO SUPPLY**  
A. Morrow Street, City of Koronadal  
Telefax Nos.: (083) 228-8222; 228-9871

ROLANDO F. HECHANOVA, PhD.  
SKSU PRESIDEDNT  
E.J.C MONTILLA, TACURONG CITY


SIR,

I AM PERSONALLY INVITING YOUR AUTOMOTIVE INSTRUCTOR FOR A ONE WEEK TRAINING STARTING ON NOV.9, 2020 TO NOV.13, 2020.

THIS TRAINING IS INCLUDED IN OUR CONTRACT IN THE TOOLS AWARDED TO US (SCAN TOOL/ SCANNER). OUR ELECTRICAN WILL TRAIN THE END USER ON THE THE PROPER HANDLING OF SCANNER, STEP BY STEP PROCEDURE ON TROUBLE SHOOTING & ETC. BEFORE THE REALISING OF UNIT.

I AM HOPING FOR A POSITIVE RESPONSE REGARDING THIS MATTER.

THANK YOU VERY MUCH AND GO BLESS!!

  
RESPECTFULLY YOURS

ANGELO P. LAMIGO



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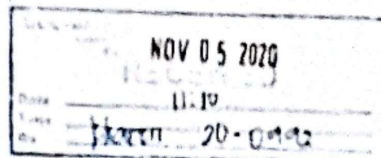
CERTIFIED  
NOV 05 2020  
Certificate No. 11-19  
Page 1 of 1

November 5, 2020  
20-4182

### TRAVEL ORDER

Name: **RANDY T. BERINA**

Station: **SKSU - ISULAN CAMPUS**



You are hereby directed to proceed to Johnny Auto Supply, A. Morrow St, City of Koronadal on November 9-13, 2020 to perform the following task/s:

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Per Diem and Expense allowed: \_\_\_\_\_

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

Recommending Approval:

**CHRISTINE P. ABO, PhD.**  
Vice President - Academic Affairs

11/05/2020  
*Recommend additional as  
(1) instructor in Automotive to  
attend. Mr. Berina is a Dean  
hence, a faculty also should  
attend.*

Approved:

**ROLANDO F. HECHANOVA, PhD**  
University President





**JOHNNY AUTO SUPPLY**

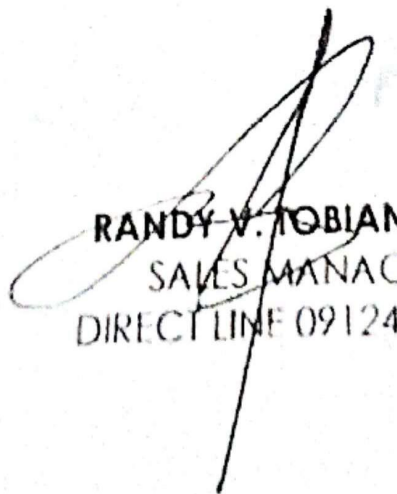
A. Morrow Street, City of Koronadal  
Telefax Nos.: (083) 228-8222; 228-9821

## *CERTIFICATE OF APPEARANCE*

TO WHOM IT MAY CONCERN:

This is to certify that **Mr. RANDY T. BERINA** of the **SULTAN KUDARAT STATE UNIVERSITY** has appeared in **JOHNNY AUTO SUPPLY** on **NOVEMBER 9- 13, 2020** on Official Business/Official Time to attend Training-Workshop on **SCAN TOOL USAGE/SCANNER USAGE**.

Given this 13<sup>th</sup> day of November 2020

  
**RANDY V. TOBIANO CO**  
SALES MANAGER  
DIRECT LINE 09124521281

**YOU'RE PARTNER IN QUALITY AND AFFORDABLE SPARE PARTS**