



Republic of the Philippines  
SULTAN KUDARAT STATE UNIVERSITY  
EJC Montilla, City of Tacurong, 9800  
Province of Sultan Kudarat

http://www.sksu.edu.ph | info@sksu.edu.ph | (054) 200-7336

## OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER FINANCE DIVISION

Date: 02/12/2025

TO/FOR:

OFFICE OF THE UNIV. PRES.

Subject:

AD attached

### Actions Needed:

- For your information and perusal
- For appropriate action/compliance
- For comments/suggestion/recommendation
- For signature/approval
- Please come for a meeting/briefing

Remarks:

Provided:

- Budgetary requirements are programmed in the Work & Financial Plan for 2025.
- meals/knocks, supplier/materials must undergo procurement process.

  
SHAIRA KARISSA J. CIPRIANO, CPA, MBA  
Chief Administrative Officer for Finance

2/t



RECEIVED  
FEB 13 2025 CW  
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS  
RECEIVED  
FEB 13 2025  
CONTROL NO.: 25-00001  
DATE: 13-2-25  
BY: [Signature]

## ACTIVITY DESIGN

### I. BASIC INFORMATION

Title : CAREER INFORMATION DRIVE 2025/  
CAREER GUIDANCE OF THE COLLEGE OF  
INDUSTRIAL TECHNOLOGY

Proponent : COLLEGE OF INDUSTRIAL TECHNOLOGY

Coordinator : RANDY T. BERINA, MAT  
Dean, College of Industrial Technology

JENA MAE F. VALERIO, MAT  
BTVTEd Program Chairperson

MICHAEL C. ARRIVAS, MAT  
BSIT Program Chairperson

MAJOR FACULTY Members

Implementing Agency : SULTAN KUDARAT STATE UNIVERSITY

Target Participants : GRADUATING SENIOR HIGH SCHOOL  
STUDENTS (GRADE 12)

Areas/Venue : SELECTED SENIOR HIGH SCHOOLS  
WITHIN SULTAN KUDARAT AND SOUTH  
COTABATO

Duration : 3 DAYS

Covering Date : FEBRUARY 26-28, 2025

Source of Fund : Fund 164 - *Isulan - 4D* OB

Budget : 39,614.2

### II. RATIONALE

The Career Guidance Program is conducted to help Grade 12 graduating students make informed decisions about their higher education and future careers. As they transition from senior high school to college, many students face challenges in choosing the right academic path that aligns with their interests, skills, and career aspirations. This program serves as a platform to provide them with essential information, guidance, and inspiration to pursue careers in fields that match industry demands.

Specifically, the program aims to introduce students to the College of Industrial Technology (CIT) and its offerings, emphasizing the importance of industrial

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**VI. BUDGET REQUIREMENTS**

PARTICIPANTS	PARTICULARS	QUANTITY	UNIT PRICE	AMOUNT
Major Faculty of College of Industrial Technology	1 meal (2 viands, 1 dessert, & 1 beverage)	25	220.00	5,500.00
	Photo paper Long Glossy	39	440.00	17,160.00
	Tarpaulin	30	565.14	16,954.20
Total				39,614.2

**VII. SCHEDULES OF ACTIVITIES**

Group	GROUP	Activity	Area
Group 1  Actual Career Guidance	1. Randy T. Berina  2. Debbie Joy Arrivas  3. Michael C. Arrivas  4. Irene Binag  5. Jainar Kirk Jing  6. Cirilo Evangelista  7. Bravante, Lemuel	1. Delivery of Communication for Booking  2. Conduct the Career Guidance and Information Drive	Sultan Kudarat (Selected School) <ul style="list-style-type: none"> <li>- Pres. Quirino NHS</li> <li>- Tacurong NHS</li> <li>- Griño NHS</li> <li>- Lambayong NHS</li> <li>- Kalanawi II NHS</li> <li>- Maligaya NHS</li> <li>- Mamali NHS</li> </ul>
Group 2  Actual Career Guidance	1. Charlie J. Maghanoy  2. Cyril John Domingo  3. Jester Pasinag  4. Realyn Pahunar  5. Jonathan Valdez  6. Shelmer Carigaba  7. Glenn Talua	1. Delivery of Communication for Booking  2. Conduct the Career Guidance and Information Drive	Sultan Kudarat (Selected Schools) <ul style="list-style-type: none"> <li>- Isulan National HS</li> <li>- Bambad NHS</li> <li>- Esperanza National HS</li> <li>- New Panay NHS</li> <li>- Salabaca NHS</li> <li>- Biwang NHS</li> <li>- New Pangasinan NHS</li> </ul>



Group 3 Actual Career Guidance	1. Abraham Accad 2. Mildred Accad 3. Randy Berina 4. Jena Mae Valerio 5. Josue Guinsan 6. Kristian Jay Cabañal 7. Marilyn Juezan 8. Yzyl Domingo	1. Delivery of Communication for Booking  2. Conduct the Career Guidance and Information Drive	South Cotabato (selected schools) - T'Boli NHS - Edwards NHS - Lamian NHS - Tantangan Trade NHS - Libertad NHS - Sto. Niño NHS - Lapuz NHS - Norala NHS - Panay NHS
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Prepared by:

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

Recommending Approval:

**ROMMEL M. LAGUMEN**  
Campus Director

**REYNALDO H. DALAYAP, PhD**

VICE President for Finance  
SULTAN KUDARAT STATE UNIVERSITY  
By Authority of the President:

Approved:

OIC

**MARITES B. JAVA, EdD**  
Vice President for Academic Affairs

**SAMSON L. MOLAO, EdD**  
University President



skills and technical expertise in today's job market. With industries continuously evolving and requiring a highly skilled workforce, it is crucial to encourage students to consider career paths that provide both academic knowledge and hands-on experience.

By conducting this career guidance initiative, students will gain a clearer understanding of the opportunities available in the field of Industrial Technology, including career prospects, industry trends, and potential career pathways. Additionally, it will help them recognize the advantages of enrolling in CIT, where they can develop both theoretical foundations and practical skills essential for success in various technical and industrial professions.

### **III. OBJECTIVES**

1. To inform the feeder schools and prospective enrollees about the Vision, Mission, Goals and Objectives of the University, Course Offerings, admission Tests, Admission Requirements, and Best Practices of the University.
2. Introduce students to the **College of Industrial Technology's** curriculum, state-of-the-art facilities, faculty expertise, and strong industry linkages to encourage enrollment.
3. Offer guidance on different career options within Industrial Technology, featuring success stories from CIT graduates and industry professionals to inspire students.
4. To encourage students to be part of SKSU.

### **IV. METHODOLOGY**

The career guidance information drive will be spearheaded by the major faculty members of the College of Industrial Technology together with the Dean and the program chairpersons.

### **V. EXPECTED OUTPUT**

1. Grade 12 students will develop a stronger appreciation and enthusiasm for pursuing a degree in the **College of Industrial Technology (CIT)**.
2. A significant number of participating students will express intent to enroll in CIT, recognizing its relevance to their career aspirations and industry demands.
3. Majority of the Grade 12 students will take the SKSU TPT and enroll in the College of Industrial Technology this S.Y. 2025-2026.

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**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
FY 2025 - Internally Generated Fund (IGF) - 164**

END-TERM EXAM ISUAN CAMPUS-TUJ-INSTR STUDENT DEV - CD-ISUAN-SD

**Date Prepared:**



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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
FY 2025 - Internally Generated Fund (IGF) - 164

ENDEAVOUR ISLAMIC CAMPUS STUDENT DEV - CD-ISLAN-SD

**Itemized Specifications:** Itemized specifications for each item/project being proposed shall be submitted as part of the PPMP.

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Approved by

ROBERT M. LAGIMEN  
Officer Head