



Republic of the Philippines

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**SULTAN KUDARAT STATE UNIVERSITY**

SKSU Kalamang Campus, Municipality of Kalamang, 9805  
Province of Sultan Kudarat

## COLLEGE OF INDUSTRIAL TECHNOLOGY

SKSU\_ISU\_CIT\_MEMO NO. 50 2025

TO/FOR : CIT FACULTY AND STAFF

FROM : CHARLIE J. MAGHANOY, Ed.D.  
College Dean

SUBJECT : FACULTY PORTFOLIO FOR FIRST SEMESTER  
A.Y. 2025-2026

DATE : October 30, 2025

Please be informed that all CIT faculty members are required to submit their Faculty Portfolio for the August–December 2025 semester.

The portfolio should be placed in a long green clear book and must contain the following documents in order:

- A. Cover Page (soft copy will be provided for uniformity)
- B. Workload
- C. Class List
- D. Classroom Assignments/Utilization
- E. Class Orientation Form
- F. Syllabi (OBE Format)
- G. Midterm Examination Questionnaires
- H. Midterm Table of Specifications (TOS)
- I. Attendance Sheet (Midterm coverage)
- J. Final Examination Questionnaires (to be inserted)
- K. Final Term Table of Specifications (to be inserted)
- L. Attendance Sheet (Final coverage)
- M. Consultation Meetings Conducted (Midterm and Final)

Please ensure that all documents are complete, organized, and properly labeled based on the sequence above.

Kindly submit your folders on or before November 10, 2025.

Thank you for your usual cooperation and compliance.