



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

Website: <http://www.sksu.edu.ph> | Email: officeofthepresident@sksu.edu.ph | Phone: (094) 200-7338

Office of the Campus Director Isulan Campus

OFFICE MEMORANDUM No. 56, Series 2024

TO: **ROMMEL M. LAGUMEN**
Dean, College of Engineering

ABRAHAM S. ACCAD
Dean, College of Industrial Technology

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

SUBJECT: **OFFICERS-IN-CHARGE (OIC)**

DATE: **October 25, 2024**

You are hereby directed to act as Officers-in-Charge (OIC) of the campus while the Director is on official travel from October 28-31, 2024 to attend the IoT Conference at SMX Convention Center, Pasay City. As such you are humbly requested to perform the following:

1. Oversee the campus, monitor the regular conduct of classes and student preparation for the upcoming Intramurals.
2. Ensure the safety and well-being of the employees and students.
3. Maintain cleanliness and orderliness of the campus.
4. Remind the personnel that lights in outdoor areas and well-lit offices are turned off during the day. Unplug all appliances before leaving the office. Air conditioners should be turned on at 9:00 AM and turned off at 3:00 PM.
5. Facilitate the preparation and submission of the Individual Performance Commitment Review (IPCR) of the faculty.
6. Perform other tasks as deemed necessary.

For your information and compliance.