



Republic of the Philippines  
**SULTAN KUDARAT STATE UNIVERSITY**

EJC Montilla, City of Tacurong, 9800

Province of Sultan Kudarat

<https://www.sksu.edu.ph> | [officeofthepresident@sksu.edu.ph](mailto:officeofthepresident@sksu.edu.ph) | (064) 200-7336

**OFFICE OF THE COLLEGE DEAN**  
**MEETING MINUTES**

Meeting Title: College Meeting

Date: May 6, 2025

Time: 1:00pm – 5:00pm

Location/Platform: Industech Faculty Room

Meeting Facilitator: Charlie J. Maghanoy, EdD /College Dean of Industrial Technology

Minute Taker: Marilyn F. Juezan, LPT/College Secretary

**Agenda**

1. Preparation and Finalization of BINDTECH Curriculum (Per Coordinator)
2. Classroom Assignment
3. List of Awardees
4. Other Matters
  - a) ₱7 Million Building Plan Proposal and Estimation
  - b) Incomplete Grades and "No Grade, No Enroll" Policy
  - c) Thesis Advisee Assignment and Orientation
  - d) Plan for Review Hub
  - e) Proposal for Research Writing Capacity Building
  - f) Performance and Behavior of Pre-Service Teachers

**Meeting Notes**

ITEMS	HIGHLIGHT/DISCUSSION	REMARKS
I. Call to Order	The Chair called the meeting to order at 1:00 PM. The opening prayer was led by Sir Lemuel P. Bravante	For information
II. Roll Call	After the quorum was established, the Chair proceeded to his Chair's Privilege.	For information
III. Business of the day	<p>1. Preparation and Finalization of BINDTECH Curriculum (Per Coordinator)</p> <p>Sir Glenn S. Talua, MERE raised concerns regarding the curriculum map and syllabus preparation of the different major programs. Each coordinator was tasked to ensure completeness of the curriculum documents in preparation for the curriculum review presentation on May 8, 2025 at the Division for Instruction.</p> <p>Assigned coordinators: Automotive Technology – Mr. Shelmer D. Carigaba, Electrical Technology – Mr. Rolando F. Arendain, Electronic Technology –</p>	For information



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	Mr. Jonathan T. Valdez, Drafting Technology – Mr. Jester L. Pasinag, Civil Technology – Mr. Josue Y. Guinsan, Computer Technology – Ms. Mary Grace L. Perocho and Ms. Celia Rose J. Nota, Fashion Apparel Technology – Ms. Donna Gin E. Castro and Ms. Marilyn F. Juezan, All members assured that the necessary documents have been prepared.	
2. Classroom Assignment	The body discussed and approved the assignment of faculty to their respective rooms: Intech New Room 1 & 2 – Sir Lemuel P. Bravante, Intech New Room 3 & 4 – Ma'am Realyn Pahunar, Food Technology Laboratory – Mr. Kirt Jing T. Jainar, CAD Room – Mr. Jester L. Pasinag, Electronics Room – Mr. Jonathan T. Valdez, Mr. Cirilou C. Evangelista, Automotive Room – Mr. Shelmer D. Carigaba, Mr. Randy T. Berina, Mr. Kristian Jay O. Cabañal, Electrical Room – Mr. Rolando F. Arendain, Mr. Glenn S. Talua, Drawing Room 2 – Mr. Charlie J. Maghanoy, Drawing Room 1 – Ms. Debbie Joy L. Arrivas, Drawing Room 3 – Sir Michael Arrivas, Faculty Room – Ma'am Irene Binag, Dean's Office – Ma'am Jena Mae F. Valerio.	For information and action
3. List of Awardees	The list of student awardees was take in charge by Ma'am Jena Mae F. Valerio.	For information and action
<b>IV..Other Matters</b>	.	
a.) ₱7 Million Building Plan Proposal and Estimation.	Sir Jester Pasinag presented the proposal for a new building project estimated at ₱7 million.	For information and action
b) Incomplete Grades and "No Grade, No Enroll" Policy	Sir Lemuel Bravante emphasized that students with incomplete or no grades should not be allowed to enroll in the next term. He urged the enrollment task force to strictly enforce this policy. Sir Jonathan Valdez proposed that there should be an orientation for 3rd-year students emphasizing that no final TR2 grade means no internship.	For information and action
c) Thesis Advisee Assignment and Orientation	Ma'am Jena Mae F. Valerio shared that the Dean's Office will release a memo stating: Students must be oriented by their TR teacher based on the Student Manual. The TR teacher will assign both the thesis panel and adviser. Memo will also clarify procedures and payments for thesis applications.	For information and action

**VISION:** A leading University in advancing scholarly innovation, multi-cultural convergence, and responsive public service in a borderless Region. | **MISSION:** The University shall primarily provide advanced instruction and professional training in science and technology, agriculture, fisheries, education and other relevant fields of study. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization. | **MAXIM:** Generation of Solutions | **CORE VALUES:** Patriotism, Respect, Integrity, Zeal, Excellence in Public Service



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d) Plan for Review Hub

Sir Jonathan Valdez shared the "TeachWise" initiative to establish a Review Hub Center for BTVTE 4th-year students preparing for the LET exam. Sessions will be held every Saturday and Sunday, facilitated by the TeachWise Organization.

For information and action

e) Proposal for Research Writing Capacity Building

Sir Cyril John Domingo proposed a schedule for a research writing capacity-building activity. The schedule will be finalized based on the convenience and availability of the participants.

For information and action

f) Performance and Behavior of Pre-Service Teachers

Several Cooperating Teachers raised concerns over irregular attendance and poor commitment among some pre-service teachers. Reports indicate that some students believe their final grades were already given, which may explain their declining performance. It was suggested that final grades be composed of 30% from the college and 70% from DepEd, even if some students have not consistently fulfilled their internship duties. Supervising teachers requested clarity on whether they may proceed with final grading despite these issues.

For information and action

**IV. Adjournment**

There being no matter to be discussed, the meeting was adjourned at 5:00 in the afternoon.

For information

Prepared:

MARILYN F. JUEZAN, LPT  
 College Secretary

JENA MAE F. VALERIO, MAT  
 BTVTE Program Chairperson

Noted:

GLENN S. TALUA, MERE  
 BindTech Program Chairperson

Approved:

CHARLIE J. MAGHANOY, P EdD  
 Dean, College of Industrial Technology



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**OFFICE OF THE COLLEGE DEAN**  
**INDUSTRIAL TECHNOLOGY**

**SKSU\_ISU\_CIT\_MEMO No. 25 2025**

**To** : ALL CORE FACULTY OF INDUSTRIAL TECHNOLOGY

**From** : CHARLIE J. MAGHANOY, EdD  
Dean, College of Industrial Technology

**Subject** : COLLEGE MEETING

**Date** : May 5, 2025

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1. You are hereby enjoined to attend the College Meeting to be held at IndusTech Faculty Room on May 6, 2025 (Tuesday) afternoon 1:00 pm.
  2. The agenda to be discussed:
    - Preparation and Finalization of BindTech curriculum per coordinator
    - Classroom assignment
    - List of awardees
    - Other matters
  3. For your information, guidance and cooperation.

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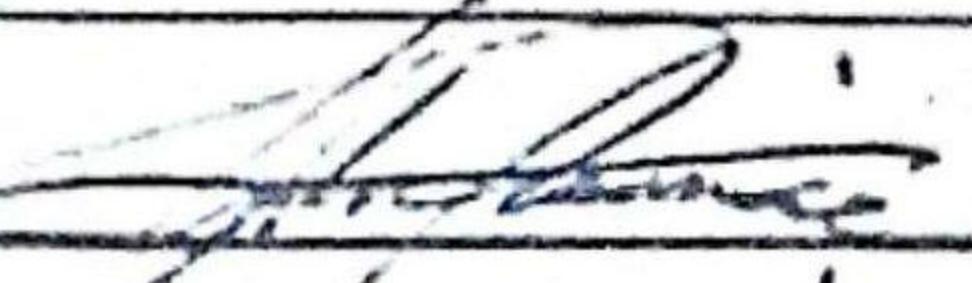
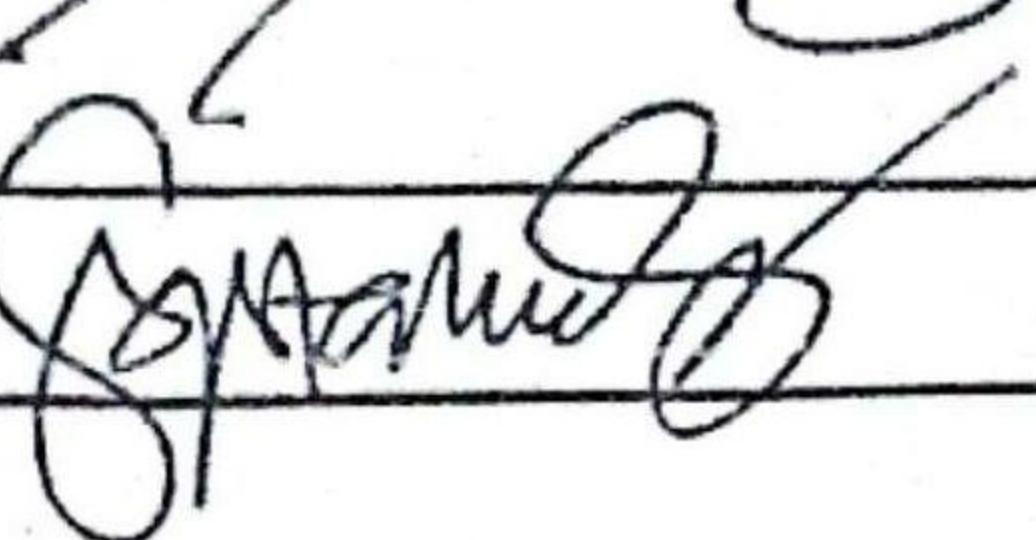
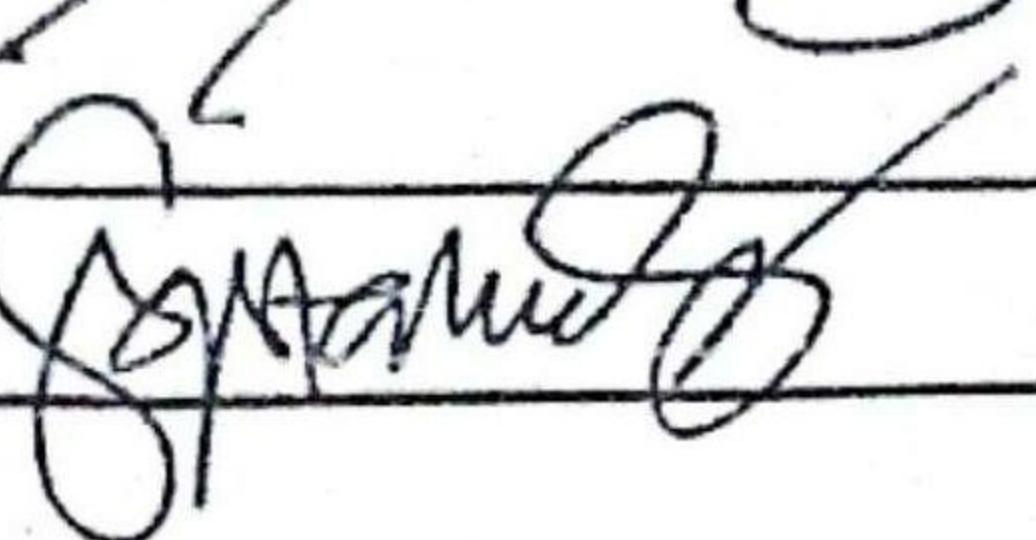
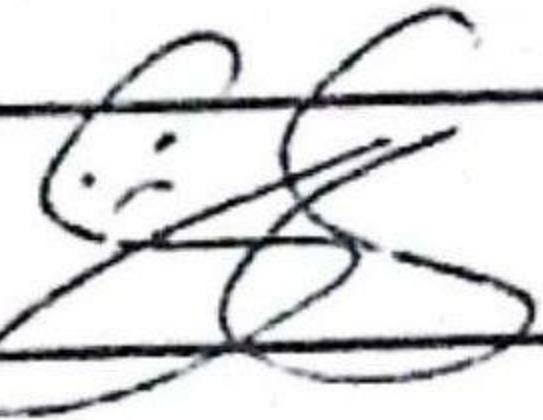
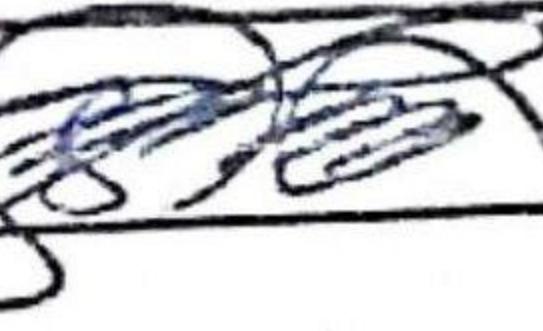


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College of Industrial Technology



FACULTY MASTERLIST

	Concerned Personnel / Offices	SIGNATURE	REMARKS
	Accad, Abraham S.		
	Accad, Mildred F.		
	Almanon, Lebilyn		
	Arendain, Rolando		
	Armada, Amy		
	Arrivas, Debbie Joy L.		
	Arrivas, Michael		
	Berina, Randy T.		
	Bernardino, Rhea Jayne		
	Binag, Irene A.		
	Cabañal, Kristian Jay		
	Carigaba, Shelmer		
	Castro, Donna Gin		
	Daza, Dave		
	Domingo, Cyril John		
	Evangelista, Cirillo C.		..!!
	Fatagan, Jena Mae M.		
	Fuentes, Mary Rolanne		College Meeting
	Guinsan, Josue V.		
	Jainar, Kirk Jing, T		
	Juezan, Marlyn		
	Losafles, Susan		
	Maghanoy, Charlie J.		
	Matilios, Adelalda		
	Murillo, Paterna		
	Nota, Celia Rose		
	Pahunar, Realyne		
	Pangsayan, Sarip		

Pasinag, Jester L.		
Perocho, Mary Grace		
Talua, Glenn		
Taneleon, Jenny Ann		
Tapot, May Flor		
Valdez, Jonathan		
Wawa, Sheilu		
Bravante, Lemuel	