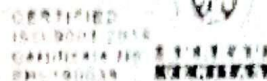




Isulan Campus, Isulan, Sultan Kudarat, 9805  
Province of Sultan Kudarat



Date: July 9, 2010

Dear Paclibor & Dean Berina

- Attn. Engr. Bria  
Ms. J. Jafarani

- ☒ for your information and perusal
- ☒ for appropriate action/compliance
- ☐ for comments/suggestion/recommendation
- ☐ for signature/Approval
- ☐ please come for a meeting/briefing

Remarks:

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



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

CERTIFIED  
 ISO 9001:2015  
 CERTIFICATE NO. SK-001-2015  
 PHC-190015

## HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICE

July 6, 2020

**ROLANDO F. HECHANOVA, RPAE, PhD**  
 President  
 This Institution

Sr

Greetings!

This pertains to the letter request of **Dr. ELMER C. BUENAVIDEZ** regarding the grant of Compensatory Time-Off for Ms. Jena Mae M. Fatagane and Ms. Charity L. Oria.

Pursuant to CSC MC No. 41, s. 1998 also known as Omnibus Rules on Leave, under Section 9. Vacation service credits of teachers. Teachers' vacation service credits refer to the leave credits earned for services rendered on activities—during summer of Christmas vacation, as authorized by proper authority. These vacation service credits are used to offset absences of teacher due to illness or do to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment.

Moreover, CSC-DBM Joint Circular No. 2 s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered wherein Compensatory Overtime Credits (COC) refers to the accrued number of hours an employee earns as a result of services rendered beyond regular working hours, and/or those rendered on Saturdays, Sundays, Holidays or scheduled days off without the benefit of overtime pay. For Compensatory Time-off (CTO) refers to the number of hours and days as employee is excused from reporting for work with full pay and benefits. It is a non-monetary benefits provided to an employee in lieu of overtime pay.

In this regard, the undersigned respectfully endorsed the request of Dr. Buenavidez to grant compensatory Time-Off (CTO) to the concerned personnel.

For your kind perusal. Thank you.

Truly yours,

**NORAISA K. YASIN, PhD**  
 HRMO-Designate

SULTAN KUDARAT STATE UNIVERSITY  
 OFFICE OF THE PRESIDENT  
 APPROVED / DISAPPROVED

Signature  
 Date  
 Remarks



- Subject to the existing rules and regulations of the Univ. and CSC  
 - Since this is a computer system operation, you are requested to operate next time (exp. 16/07/2020) covering that Campus is offering IT, CS and CEng.

Contact Information: (064) 200-7336; 163-98461609; Email: officeofthepresident@sksu.edu.ph

Official Website: www.sksu.edu.ph





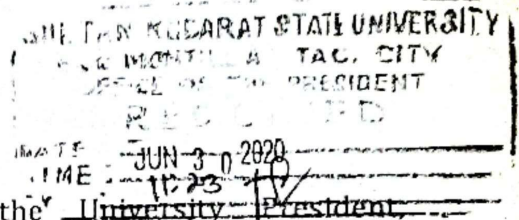
Republic of the Philippines  
SULTAN KUDARAT STATE UNIVERSITY  
ACCESS, EJC Montilla, 9800 City of Tacurong  
Province of Sultan Kudarat

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Certificate No. PHL190038



OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS OG 20-0180

2nd Endorsement  
June 29, 2020



Respectfully forwarded to the Office of the University President,  
**DR. ROLANDO F. HECHANOVA**, the herein endorsement letter of **ELMER C. BUENAVIDES**,  
**DIT**, Director, Isulan Campus re: *grant Ms. Jena Mae M. Fatagane and Ms. Charity L. Oria a compensatory time-off (CTO).*

This office noted that the request is in order, hence, they undersigned endorsed the same for your consideration.

**ERNIE C. CERADO, PhD.**  
Vice President

Cc:  
Op  
Vpaa/file2020

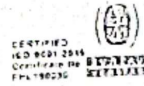
SULTAN KUDARAT STATE UNIVERSITY  
OFFICE OF THE PRESIDENT

APPROVED / DISAPPROVED

Signature \_\_\_\_\_  
Date \_\_\_\_\_  
Remarks \_\_\_\_\_



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



Date: 06/30/2020

TO/FOR: Dir. N. Yana  
Subject: Stalled Request

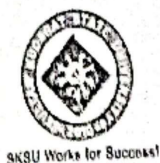
Action/s Needed

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

Remarks: For your information and review based on CSC rules and regulations.

ROLANDO F. MECHANOVA, RPAE, PhD  
University President



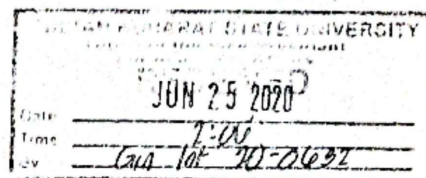


Republic of the Philippines  
**SULTAN KUDARAT STATE UNIVERSITY**  
Isulan Campus, Isulan, Sultan Kudarat,  
9805 Province of Sultan Kudarat

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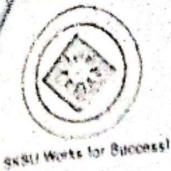
**1<sup>st</sup> Endorsement**  
June 25, 2020



Respectfully forwarded to the Office of **ROLANDO F. HECHANOVA, PhD**, University President through **ERNIE C. CERADO, PhD**, Vice President for Academic Affairs the herein letter request of **RANDY T. BERINA, MAT**, Dean, College of Industrial Technology and **MEILAFLORE A. PACLIBAR, MEP-CoE**, Dean, College of Engineering to grant **Jena Mae M. Fatagani** and **Charity L. Oria** a compensatory time-off (CTO) credit based on CSC rules and Section 1.1.3., Article VI of the 2018 Revised Faculty manual.

Considering that there is an exigency of service for personnel in operating the online enrollment system and they are a faculty members without designation who are trained to operate the said system during the enrollment period for 1<sup>st</sup> semester A.Y 2020-2021, this office endorses the request for your appropriate action subject to the existing University policies.

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



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

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PHL 190035 **WILKINS**

June 22, 2020

**ELMER C. BUENAVIDES, DIT**  
Campus Director  
SULTAN KUDARAT STATE UNIVERSITY  
Isulan Campus, Isulan, Sultan Kudarat

Sir:

Greetings of Peace and Prosperity.

In the exigency of service and due to the laying off of trained Job Order personnel in operating the online enrollment system, we as Deans of the Colleges of Industrial Technology and Engineering asked for the services of **JENA MAE M. FATAGANI** and **CHARITY L. ORIA**, since they are the only faculty members trained in our colleges to operate the said system.

We are humbly requesting your good office to allow them to report and shall enjoy compensatory time-off (CTO) credit based on CSC rules and Section 1.1.3., Article VI of the 2018 Revised Faculty Manual since the start of enrollment last June 8, 2020.

Rest assured that during reporting of personnel in the office, the minimum health standards shall be observed.

We are hoping for your favorable response and consideration.

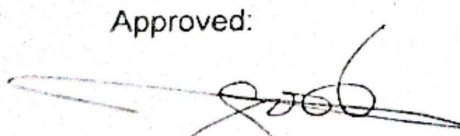
Thank you and God Bless.

Respectfully yours,

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

**MEILAFLO R. A. PACLIBAR, MEP-CoE**  
Dean, Engineering

Approved:

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

ISO-15000  
RECEIVED  
Mr.  
June 24, 2020