


Republic of the Philippines  
**SULTAN KUDARAT STATE UNIVERSITY**  
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Province of Sultan Kudarat

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

**SKSU\_ISU\_CIT\_MEMO No. 30 2025**

**To : GLENN S. TALUA, MERE** 

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

**Subject : OFFICER-IN-CHARGE**

**Date : May 27, 2025**

You are hereby directed to act as Officer-in-Charge(OIC) of the College of Industrial Technology on May 28-29, 2025 while the Dean is on official on travel leave.

Thus, the undersigned humbly request you to perform the following task:

1. Carry out the usual task assigned to the College Dean;
2. Oversee the College and monitor the regular work of personnel;
3. Ensure the safety and well-being of employees and students;
4. Maintain the cleanliness and orderliness of the college;
5. Coordinate with the undersigned regarding transactions requiring his attention and consent; and
6. Perform other tasks assigned from time to time.

For your information and guidance.