



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: *[Signature]*
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.