



Republic of the Philippines  
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**OFFICE OF THE COLLEGE DEAN**  
**INDUSTRIAL TECHNOLOGY**

**SKSU\_ISU\_CIT\_MEMO No. 14 2025**

To : ALL FACULTY AND STAFF OF INDUSTRIAL TECHNOLOGY

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

Subject : SUBMISSION OF HARD COPIES OF TRAINING ATTENDANCE RECORDS  
(JANUARY 2022 – DECEMBER 2024)

Date : March 26, 2025

In compliance with **Memorandum No. 11, s. 2025**, all teaching and non-teaching personnel of the **College of Industrial Technology**, regardless of employment status (permanent, contractual, or part-time), are required to submit the **hard copy** of your **training attendance records** for the period from **January 2022 to December 2024**. This should correspond to the information you have already filled out in the **Excel form** provided earlier. Please submit the hard copy of your training attendance records not later than **March 27, 2025**.

For your information, guidance, and action.