



Republic of the Philippines
CEBU TECHNOLOGICAL UNIVERSITY
 MAIN CAMPUS

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OFFICE OF THE UNIVERSITY PRESIDENT

October 22, 2022

CTU Memorandum

No.: PJ22 - 621A, s. 2022

**TO : UNIVERSITY DIRECTOR, AUTOMATION, INNOVATION, AND COMPUTING
 ALL CAMPUS DIRECTORS**

Attention : CAMPUS MIS CHAIRPERSONS & STAFF/REPRESENTATIVES

(Note: 3 Participants per Campus)

SUBJECT : 3RD QUARTER MIS MEETING

1. You are hereby directed to authorize the MIS Chairperson & Staff/Representative in your respective campus to convene for the abovementioned meeting on **November 3-5, 2022 at CTU Danao Campus**, to discuss the following agenda:

Day 1

1. 2nd Semester 2022-2023 Enrolment Task Preparations;
2. SIS Portal Report Modification by Campus;

Day 2

3. Web Accessibility Audit Compliance;
4. Sophos Certification Exam Review Batch 2;

Day 3

5. SMART Classroom Installation Guidelines; *and*
6. MIS Forms Formulation for ISO 9001:2015 Inclusion.

2. A registration fee of One Thousand Five Hundred Pesos (Php 1, 500.00) per day (live-in) will be collected from each participant to defray administrative expenses such as accommodation and meals/snacks, during the said meeting.
3. Travel and all other incidental expenses incurred during the said travel shall be chargeable against the local funds of the respective campus concerned, subject to usual COA rules and regulations in accordance with Executive Order No. 298, subject finally, to compliance of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) protocols.
4. This is for your information, guidance, and attendance.

ROSEIN A. ANCHETA JR., ASEAN P.E., D.M., Ph.D.
 SUC President IV

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 OFFICE OF THE UNIVERSITY PRESIDENT
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