Republic of the Philippines

BATANGAS STATE UNIVERSITY The National Engineering University

JPLPC Malvar Campus

G. Leviste St., Poblacion, Malvar, Batangas, Philippines 4233

Tel Nos.: (+63 43) 778-2170 / (+63 43) 778-6633 loc.9206 (+63 43) 406-0830

E-mail Address: cit.malvar@g.batstate-u.edu.ph | Website Address: http://www.batstate-u.edu.ph

College of Engineering Technology

FUNCTIONAL CHART

FY 2025

UNIVERSITY PRESIDENT

CHANCELLOR

Provides directions in the implementation of Programs, Activities and Projects in academics, research, extension services and infrastructure development; development and implementation of operational plan, planning and managing the effective and efficient use of all personnel, physical and financial resources of the campus.

VICE CHANCELLOR FOR ACADEMIC AFFAIRS

Provides executive leadership in the overall planning, organizing, and controlling of the academic program areas

DEAN

Assist the Vice Chancellor for Academic Affairs in the implementation of academic policies, rules, and regulations. Evaluate the effectiveness of instructional services. Develop and implement college plans, programs and projects and is responsible for the effective and economical operations of the college. Participate in the screening, evaluation and recommend applicants for Teaching Position as member of the Faculty Selection Board. Encourage faculty members to conduct research and extension service, write books and articles, and prepare instructional materials in cooperation with the departments of similar concern. Act as member of Student Discipline Board and recommend disciplinary sanctions. Submit to the Vice Chancellor for Academic Affairs an annual report of his/her college and such other reports which the higher authority may require. Perform other functions as may be assigned by the Vice Chancellor for Academic Affairs and higher authorities.

Associate Dean

Assist the Dean in establishing and enforcing standards of undergraduate work. Recommend and coordinate plans for the development and improvement of undergraduate programs and formulate policies to implement such plans. Monitor faculty and student performance. Assist the Dean in the implementation of the University's retention policy. Assist the Dean in the promotion of academic integrity among students. Promote and spearhead the faculty in adopting an adaptive culture that will promote excellent performance. Assume other responsibilities as assigned by the Dean and higher authorities. Assist and facilitate faculty department meetings and orientation of new faculty on department matters. Assist the Dean in preparing and managing semestral/annual budget for the department and recommend teaching assignments and schedules in coordination with the Dean.

Program Chairperson

Work with the Dean, Associate Dean, faculty member, and College secretary to determine and communicate staffing, facilities, equipment, and other program needs. Provide leadership among faculty member in planning and conducting follow-up phases of in-service education of faculty members. Prepare teaching assignments and schedules of the College faculty members. Supervise the admission and classification of students in accordance with the policies, rules, and regulations of the University. Advise students for registration. Participate in IAC Curriculum Committee and all taskforces specific to the program, student Independent Learning Projects (ILPs), program reviews, institutional accreditation, and any campus-related committees.



Republic of the Philippines BATANGAS STATE UNIVERSITY

The National Engineering University

JPLPC Malvar Campus

G. Leviste St., Poblacion, Malvar, Batangas, Philippines 4233

Tel Nos.: (+63 43) 778-2170 / (+63 43) 778-6633 loc.9206 (+63 43) 406-0830

E-mail Address: cit.malvar@g.batstate-u.edu.ph | Website Address: http://www.batstate-u.edu.ph

College of Engineering Technology



COORDINATOR, RESEARCH

Assist in cascading information with regards to research to the department. He/she is also assigned in managing the research output of the department and coordinating it to any higher authorities.

COORDINATOR, CULTURE AND ARTS

Assist in cascading information with regards to culture and arts activities to the department. He/she is also assigned in managing the culture and arts activities of the department and coordinating it to any higher authorities.

COORDINATOR, GENDER & DEVELOPMENT

Assist in cascading information with regards to GAD activities to the department. He/she is also assigned in managing the GAD related output of the department and coordinating it to any higher authorities.

COORDINATOR, ALUMNI

Assist in cascading information with regards to student alumni to the department. He/she is also assigned in managing the student alumni activities of the department and coordinating it to any higher authorities.

COORDINATOR, EXTENSION SERVICES

Assist in cascading information with regards to extension activities to the department. He/she is also assigned in managing the extension activities of the department and coordinating it to any higher authorities.

COORDINATOR, SPORTS AND DEVELOPMENT

Assist in cascading information with regards to sports and development activities to the department. He/she is also assigned in managing the sports and development activities of the department and coordinating it to any higher authorities.

COORDINATOR, STUDENT Organization

Prepares, reviews, monitors and evaluates reports on the basic student services put into operation in the college. Monitors the activities of the student organizations of the College including, but not limited to, such tasks as: Assuring that the assigned student organizations keep their bulletin boards properly utilized, updated and maintained and reviewing of the application for renewal and / or recognition of the various student organizations from the College and the application for recognition of the Most Outstanding Student Organization, Student Leader, Faculty Adviser and the Ten Outstanding Students for a given academic year. Ensures that the duties and responsibilities of the advisers of student organizations are executed / done. Serves as the Supervisor or Chairman of the College Electoral Committee whose task is to oversee the election of officers for the Student Council or the College and Performs other duties and responsibilities assigned by the OSAS, Dean, Associate Dean and other higher authorities

COORDINATOR, OJT

Assist in cascading information with regards to OJT and Job placement activities to the department. He/she is also assigned in managing the OJT and Job Placement activities of the department and coordinating it to any higher authorities.

В

Republic of the Philippines

BATANGAS STATE UNIVERSITY

The National Engineering University

JPLPC Malvar Campus

G. Leviste St., Poblacion, Malvar, Batangas, Philippines 4233

Tel Nos.: (+63 43) 778-2170 / (+63 43) 778-6633 loc.9206 (+63 43) 406-0830

E-mail Address: cit.malvar@g.batstate-u.edu.ph | Website Address: http://www.batstate-u.edu.ph

College of Engineering Technology

В

COORDINATOR, NSTP

Assist in cascading information with regards NSTP Activities to the department. He/she is also assigned in managing the NSTP Activities of the department and coordinating it to any higher authorities.

COORDINATOR, STUDENT PUBLICATION

Assist in cascading information with regards to student publication to the department. He/she is also assigned in managing the student publication activities of the department and coordinating it to any higher authorities.

COORDINATOR, SCHOLARSHIP

Assist in cascading information with regards to student scholarship to the department. He/she is also assigned in managing the student scholarship activities of the department and coordinating it to any higher authorities.

COORDINATOR, STUDENT DISCIPLINE

Assist in disseminating extensively the Norms and Conduct for College Students (NCCS) to all the students of the College. Coordinates with the SOA Coordinator and College Guidance facilitator to identify and implement programs on preventive measures that will deter violation of rules on discipline.

FACULTY

Teach subjects according to specialization. Assist the dean, department chair and program chair in achieving the goals and objectives of the college and the university at large. Monitor the progress of the student and give feedback with regards to their development.

STAFF, STUDENTS AND COMMUNITY

Prepared by:

Checked and Reviewed by:

Dr. Glenn A. Caraig

Dean, CET

Dr. DENNIS B. LEGASPI

Vice Chancellor for Academic Affairs

Certified Correct by:

Dr. AMADO C. GEQUINTO

Chancellor

Republic of the Philippines

BATANGAS STATE UNIVERSITY

JPLPC Malvar Campus

The National Engineering University

G. Leviste St., Poblacion, Malvar, Batangas, Philippines 4233

Tel Nos.: (+63 43) 778-2170 / (+63 43) 778-6633 loc.9206 (+63 43) 406-0830

E-mail Address: cit.malvar@g.batstate-u.edu.ph | Website Address: http://www.batstate-u.edu.ph

College of Engineering Technology

ORGANIZATIONAL STRUCTURE FY 2024 **UNIVERSITY PRESIDENT CHANCELLOR** VICE CHANCELLOR FOR **ACADEMIC AFFAIRS DEAN PROGRAM CHAIRPERSON** RESEARCH **CULTURE & ARTS COORDINATOR** COORDINATOR **ALUMNI** GENDER AND DEVELOPMENT COORDINATOR **COORDINATOR EXTENSION SERVICES** SPORTS AND DEVELOPMENT COORDINATOR COORDINATOR **OJT** STUDENT ORGANIZATION COORDINATOR COORDINATOR STUDENT PUBLICATION STUDENT DISCIPLINE COORDINATOR COORDINATOR

Republic of the Philippines BATANGAS STATE UNIVERSITY

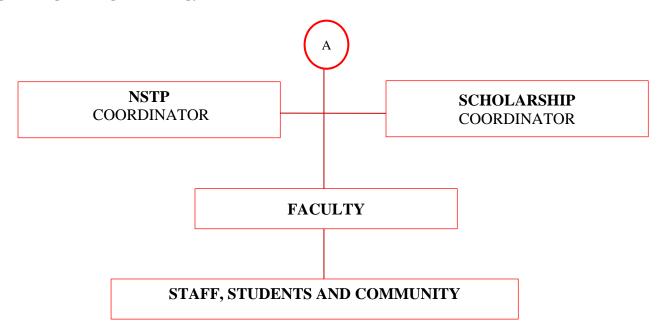
The National Engineering University

JPLPC Malvar Campus

G. Leviste St., Poblacion, Malvar, Batangas, Philippines 4233

Tel Nos.: (+63 43) 778-2170 / (+63 43) 778-6633 loc.9206 (+63 43) 406-0830 E-mail Address: cit.malvar@g.batstate-u.edu.ph | Website Address: http://www.batstate-u.edu.ph

College of Engineering Technology



Prepared by: Checked and Reviewed by:

Dr. GLENN A. CARAIG Dean, CET

Dr. DENNIS B. LEGASPIVice Chancellor for Academic Affairs

Certified Correct by:

Dr. AMADO C. GEQUINTO
Chancellor

Leading Innovations, Transforming Lives, Building the Nation