



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](mailto: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.



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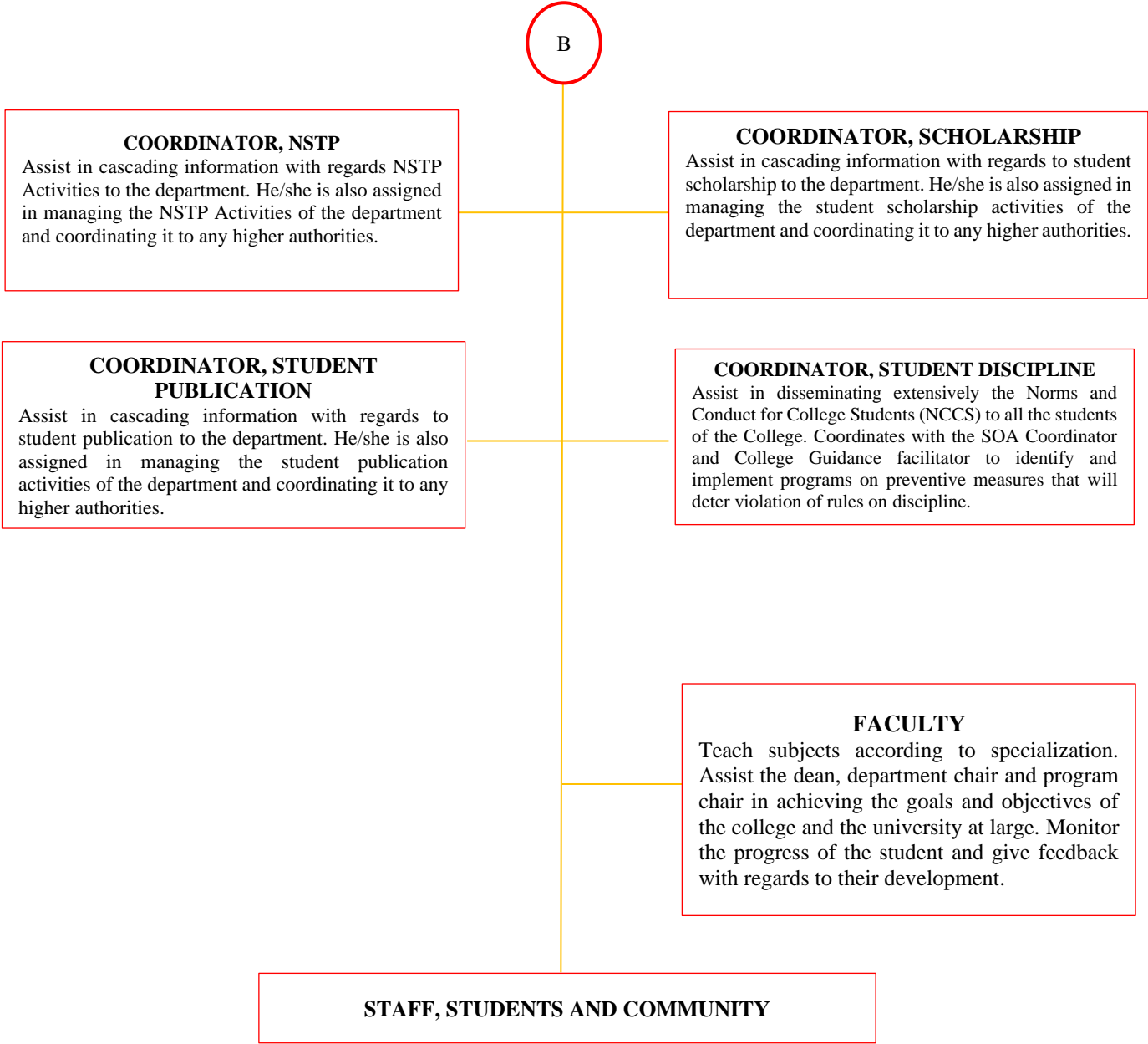
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Prepared by:

**Dr. Glenn A. Caraig**  
Dean, CET

Checked and Reviewed by:

**Dr. DENNIS B. LEGASPI**  
Vice Chancellor for Academic Affairs

Certified Correct by:

**Dr. AMADO C. GEQUINTO**  
Chancellor



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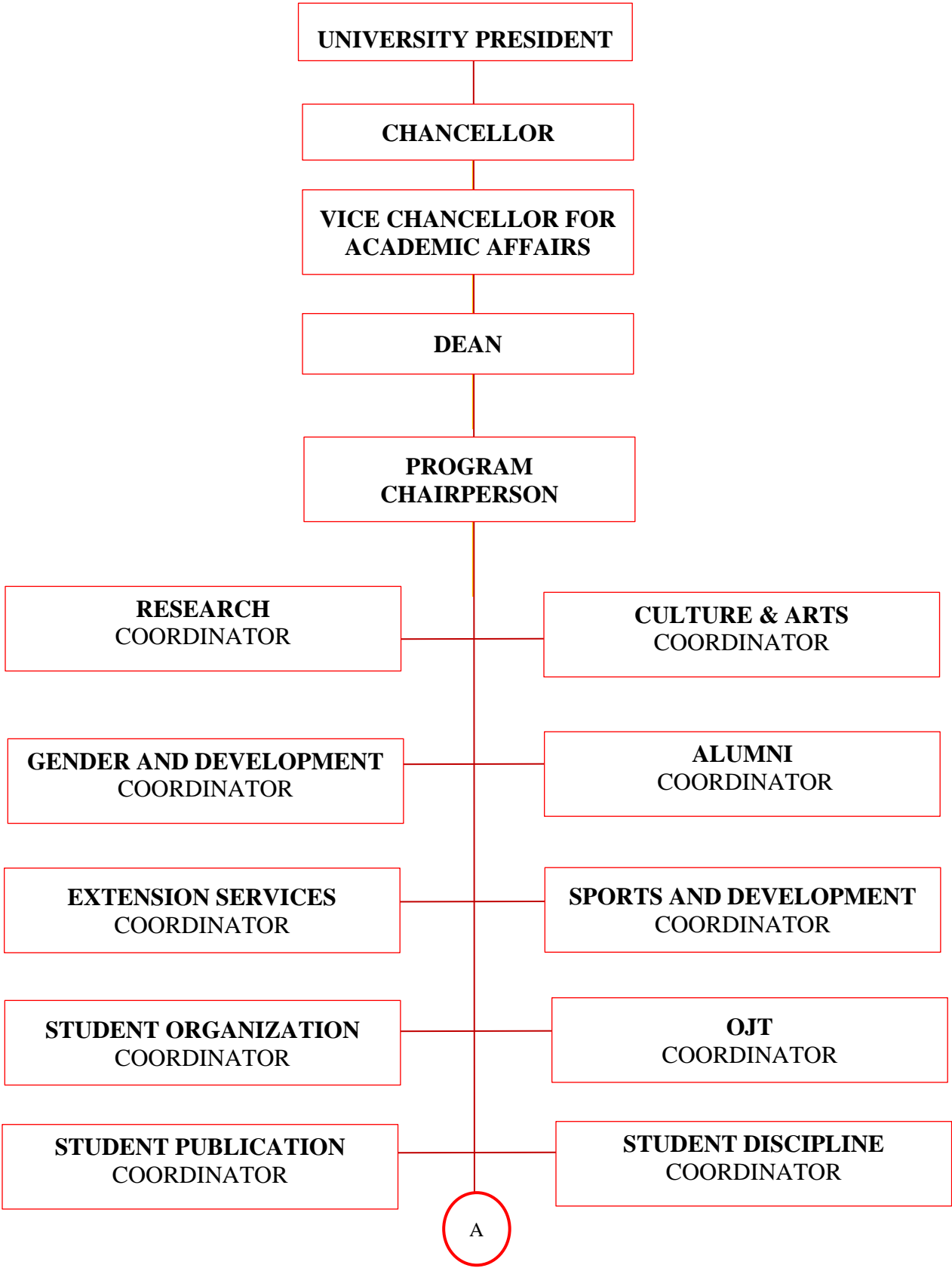
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**ORGANIZATIONAL STRUCTURE**  
FY 2024





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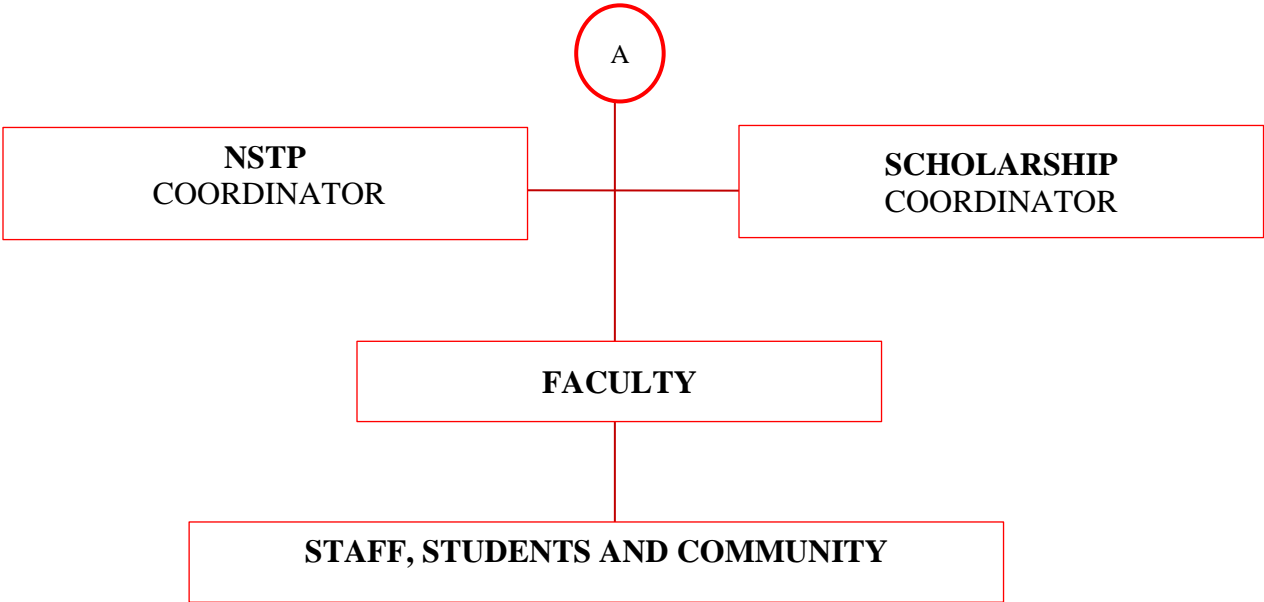
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