

**OFFICE OF THE PRESIDENT**

**TO : ALL CONCERNED August 8, 2020**

**SUBJECT : ALIGNMENT OF TERMINOLOGIES**

Effective AY 2020-2021, the School Board has approved the alignment of terminologies in relation to the functions, duties and responsibilities of the concerned administrator/personnel/staff:

**BASIC EDUCATION**

|  |  |
| --- | --- |
| **Old Terminology** | **New Terminology** |
| Elem- Academic Coordinator  JHS- Subject Area Chairman  SHS-Cluster Head | Academic Chairman (AC) |
| Elem-Pupil Activity Program Coordinator (PAP C)  JHS-Student Activity Coordinator (SAC)  SHS-Student Activity Program Coordinator (SAP C) | Activity Program Coordinator (APC) |
| Elem, JHS -Grade Level Leader  SHS-Grade Level Coordinator | Grade Level Leader (GLL) |
| Elem-Club Moderator  JHS, SHS-Club Adviser | Club Adviser (CA) |
| Elem, JHS, SHS (SDPC) – Development Facilitator | Elem: Counseling Psychologist  JHS: Guidance Counselor (Registered Counselors)  SHS: Development Facilitator (Non-registered Counselors) |

**TERTIARY/OTHER OFFICES**

|  |  |
| --- | --- |
| **Old Terminology** | **New Terminology** |
| Dean of the College of Arts & Sciences, etc. | Dean of the School of Arts & Sciences, etc. |
| Secretary (Pres., VPs, departmental secretary) | Administrative Assistant |
| Coordinator | RLE Coordinator  Internship Coordinator  OJT/Practicum Coordinator  Review Coordinator |
| Manager   1. EDP to MIS 2. CLINIC to HS 3. ITSS to UITSS 4. ITSO 5. CAMPUS PLANNING   INFCOP Supervisor | Head   1. MIS: Management Information System 2. HS: Health Services 3. UITSS: University IT Support Services 4. ITSO 5. CAMPUS PLANNING 6. INFECOP |

|  |  |
| --- | --- |
| Director  Chief Librarian  Chief | Retain: Director  CPRDS, SDPC, SAO, HRMO, INFECOP, CPA-R, ESD  Director of Libraries  Retain: SSD Chief |
| Athletics Moderator | Sports Moderator |
| IT Administrator | Retain |
| Associate | HR Associate  Accounting Associate |
| Staff | Office Professional |
| STA. CRUZ  PACUBAS | Maintenance Crew  Cleanliness & Sanitation Crew |
| Officer | Retain: SAO: Student Discipline Officer  Student Activity Officer  PAIR: Marketing Officer  Alumni Relations Officer  International & Local Relations Officer  Corporate Communication Officer  ACCOUNTING: Treasury Officer  Budget Officer  Payroll Officer  Disbursement Officer  Junior Accountant (new item) |



Thank you very much for your attention

REV. FR. CRISTOPHER C. MASPARA, OAR

President