



# DAVAO DEL NORTE STATE COLLEGE

## Office of the College President

### OFFICE MEMORANDUM NO. 04

Series of 2021

To : ALL COLLEGE UNIT HEADS, FACULTY, STAFF AND STUDENTS

Date : 18 JANUARY 2021

Subject : **THREE-YEAR CALIBRATED IMPLEMENTATION OF POSITIONS/OFFICES OF THE REVISED COLLEGE ORGANIZATIONAL STRUCTURE AND RENAMING OF THE EXISTING ACADEMIC INSTITUTES AND CREATION OF A NEW ACADEMIC INSTITUTE\***

The revision of the organizational structure of the College was initiated to better establish and stabilize the existing academic and administrative procedures and process, adapt with the advancement of technology and changing educational conditions, respond to a more complex organizational climate, and execute new and innovative administrative strategies leading to a more improved delivery of academic services and institutional productivity.

By virtue of Board Resolution No. 028, s. 2019 the Governing Board of the College approved the Proposed Revision and Streamlining of the College Organizational Structure, subject to the submission of the terms of reference of all created offices and designated positions and a comprehensive financial analysis on the financial implication if the OS will be implemented. After the conditions were complied, the Board of Trustees subsequently approved the Amendments to the Revised College Organizational Structure (OS), Terms of Reference of all Created Offices and Designated Positions and the Comprehensive Financial Analysis thereof, subject to the compliance of minor conditions by virtue of Board Resolution No. 068, s. 2020.

Anent the foregoing, the calibrated implementation of the approved positions and offices under the Revised College OS shall be executed in the span of three years, commencing in CY2019 and less the CY2020 due to the onslaught of the COVID-19 pandemic. Hence, the College OS is expected to be fully implemented by CY2022. **Kindly see the attached College Organizational Structure for your reference.**



Moreover, part of the changes of the OS is the renaming of most of the existing academic institutes under the umbrella of the Office of the Vice President for Academic Affairs which shall be **effective starting the Second (2<sup>nd</sup>) Semester of A.Y.2020-2021**, whereas a newly created academic institute shall be operationalized during the **First (1<sup>st</sup>) Semester of AY2021-2022**. These academic institutes are as follows, viz:

- Institute of Aquatic and Applied Sciences (IAAS) (*name is retained*)
- Institute of Computing (IC) (*formerly Institute of Information Technology*)
- Institute of Leadership, Entrepreneurship and Good Governance (ILEGG) (*formerly Institute of Management, Governance and Continuing Studies*)
- Institute of Teacher Education (ITEd) (*formerly Institute of Education*)
- Institute of Advanced Studies (IAdS) (*formerly Graduate School*)
- Institute of Humanities and Social Sciences (IHSS) (*new institute which shall be operationalized during the 1<sup>st</sup> Semester of A.Y.2021-2022*)

A separate Office Memorandum on the updated designations to various positions and offices will be released on this regard for guidance and reference.

Wide dissemination of this Office Memorandum is desired.

For implementation and information.

  
**JOY M. SORROSA, Ph.D.**  
SUC President III 

cc: _____ VPAR	_____ DAS
_____ VPAF	_____ HRMO
_____ IAAS	_____ COA
_____ IEd	_____ Finance Office
_____ IIT	_____ CAO
_____ IMaGoCS	_____ SSC
_____ OSS	_____ OE
_____ REP	_____ Record's Office

Address: Davao del Norte State College  
Tadeco Road, New Visayas  
Panabo City, Davao del Norte, 8105

Tel No.: (084) 628-6341  
Website: [www.dnsc.edu.ph](http://www.dnsc.edu.ph)  
Email: [president@dnsc.edu.ph](mailto:president@dnsc.edu.ph)





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\*The College Organizational Structure is based on the following primary statutory and legal bases:

1. Board Resolution No. 028, s. 2019 – A Resolution Approving the Revision and Streamlining of the College Organizational Structure
2. Board Resolution No. 068, s. 2020 – A Resolution Approving the Amendments to the Revised College Organizational Structure (OS), Terms of Reference of all Created Offices and Designated Positions and the Comprehensive Financial Analysis thereof
3. Republic Act No. 8292 or otherwise known as the Higher Education Modernization Act of 1997;
4. DNSC Code v.2004
5. CHED Memorandum Order No. 12, Series of 2018 or the 2016 SUC Levelling Results, SUC Levelling Benefits, and SUC Levelling Appeal Procedures;
6. CHED Memorandum Order No. 09, Series of 2019 or the SUC Level of 106 SUCs
7. Enhanced Revised Organizational Structure and Staffing Standards for SUCs (ROSSSS Version 7, dated 03 May 2018);
8. DBM and CHED Joint Circular No. 2, Series of 2003 or the Allowable Number of Vice-President Positions in SUCs;
9. CSC Memorandum Circular No. 06, Series of 2005 or the Guidelines on Designations; and
10. CSC Resolution No. 050157 dated 07 February 2005 or the Rules on Designations

Existing and Renewed Positions/Offices
Year 1: Culture and Implementation of Positional Offices (2015)
Year 2: Culture and Implementation of Positional Offices (2017)
Year 3: Culture and Implementation of Positional Offices (2017)

