



# DAVAO DEL NORTE STATE COLLEGE

## ORGANIZATIONAL STRUCTURE **MANUAL<sup>OF</sup>** TERMS OF REFERENCE NOVEMBER 2020 VERSION

Produced by

### COMMITTEE ON COLLEGE ORGANIZATION STRUCTURE

Office of the President  
Administration Building  
Davao del Norte State College  
New Visayas, Panabo City, Davao del Norte 8105  
[www.dnsc.edu.ph](http://www.dnsc.edu.ph) | [president@dnsc.edu.ph](mailto:president@dnsc.edu.ph)

## **VISION**

**A premiere Higher Institution in Agri-Fisheries and Socio-cultural Development in the ASEAN Region**

Davao del Norte State College envisions being one of the pillars of higher education system by becoming a premier higher institution that provides agri-fisheries and socio-cultural development in the ASEAN region.

To attain this, the College strives to become a University with recognized center of development and excellence; to be a beacon of knowledge; to lead innovation on uplifting lives of every Filipino family; and to be a strong advocate of nature preservation especially the agriculture and aquatic resources of the country and beyond.

## **MISSION**

**DNSC strives to produce competent human resource, generate and utilize knowledge and technology, uphold good governance and quality management system for sustainable resources and resilient communities.**

The College strives to achieve greater goals into becoming a University that upholds high standards in education, research, extension and production. Particularly, the College commits to:

1. Deliver in the areas of instruction, research, extension and production, and good governance;
2. Influence development through research, extension and production in collaboration with stakeholders; and
3. Uphold good governance and quality management system through optimum participation, accountability, transparency and adherence to the rule of law.

## **CORE VALUES**

The College commits to pursue our vision, accomplish our mission and achieve our goals through our core values of:

**Excellence, Integrity, Innovativeness, Stewardship, Love of God and Country**

## **GRADUATE ATTRIBUTES**

Our graduates carry DNSC's values into their workplaces as competent, collaborative workers, and socially connected ethical leaders. They adhere to professional ethics and seek solutions to workplace problems. They are creative, critical thinkers, and resilient to cross-cultural environment.

## **QUALITY POLICY**

We, at Davao del Norte State College (DNSC), commit to provide quality, excellent, and timely services responsive to the needs of our Clients and Stakeholders following the principles of good governance, and in adherence to our core values.

We likewise commit to assess the delivery of our services, manage risks, and maximize opportunities to guarantee the highest professional and ethical standards as we continually improve our Quality Management System.

We, the Top Management, further commit to review the Quality Policy for its continuing suitability and ensure that his is communicated and understood within the organization.

## RATIONALE

The Davao del Norte State College is at a pivotal point of its history. While in the last eight to ten years, the College has made significant advances in increasing student numbers, growth of a competitive academic staff, number of undergraduate, professional, and graduate programs offered, capital development projects, advanced and more integrated information systems, robust relationships with our community and stakeholders, there is still much ground to cover in achieving the collective vision and mission of the institution in being a globally recognized, regionally integrated, innovative, and competitive state college that is deeply rooted in all aspects of Philippine development.

With the enactment of Republic Act No. 10931 or the Universal Access to Quality Tertiary Education, the College's enrollment statistics has grown exponentially. This growth requires developmental and calibrated changes, specifically in managing the limited resources and infrastructure conditions of the College. One critical change seen that the College needs to embrace is an integration of a more robust and responsive organizational structure that will precisely describe and contextualize the current demands and requirements of efficient and effective educational administration in the academic community. Hence, a revision of the organizational structure of the College is hereby proposed 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.

The proposed revision of the College's organizational structure is described to be more relevant, responsive, and robust in nature. It is anchored on decisive steps of operative public fiscal and financial administration and consultative initiatives with the primary stakeholders of the College – faculty, staff, and students. Further, contending with the aforementioned perils and potentials, embarking on a transformative governance with the installation of the new administration of Dr. Joy M. Sorrosa as the Fourth College President, the revision of the organizational structure seeks to transform the College into an “academic community player” while serving as one of the pillars and driving forces for regional development and beyond. The goal of the revision shall facilitate a more engaged faculty and staff in the decision-making process and setting of institutional direction, improved operational and fiscal efficiency, enhanced teaching, learning, research, and innovation, expanded regional and national engagements, and international linkages, and enhanced delivery of quality education.

Ultimately, the revision of the organizational structure is seen a proactive approach in the plight of the College for universityhood.

## LEGAL BASES

The proposed revision of the College's Organization Organizational Structure is based on the following statutory documents:

### Primary Bases.

1. Republic Act No. 8292 or otherwise known as the Higher Education Modernization Act of 1997;
2. DNSC Code v.2004
3. CHED Memorandum Order No. 12, Series of 2018 or the 2016 SUC Levelling Results, SUC Levelling Benefits, and SUC Levelling Appeal Procedures;
4. CHED Memorandum Order No. 09, Series of 2019 or the SUC Level of 106 SUCs
5. Enhanced Revised Organizational Structure and Staffing Standards for SUCs (ROSSSS Version 7, dated 03 May 2018);
6. DBM and CHED Joint Circular No. 2, Series of 2003 or the Allowable Number of Vice-President Positions in SUCs;
7. CSC Memorandum Circular No. 06, Series of 2005 or the Guidelines on Designations; and
8. CSC Resolution No. 050157 dated 07 February 2005 or the Rules on Designations;

### Supporting Documents.

1. DNSC College Organizational Structure; and
2. DNSC Resolution No. 15, Series of 2014 or the Resolution Approving the Vertical Articulation of Programs and Streamlining of Organizational Structure.

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## DEFINITION OF TERMS

AAO	Alumni Affairs Office
AcadCo	Academic Council
ACPU	Applied Communication and Publication Unit
AdCo	Administrative Council
AGDB	Authorized Government Depository Bank
AICS	Auditor for Internal Control Services
APCISAD	Accreditation, Program Compliance, and Institutional Sustainability Assessment Division
ASD	Administrative Services Division
ASU	Accounting Services Unit
AU	Accreditation Unit
BAC	Bids and Awards Committee
BC	Budget Circular
BOT	Board of Trustees
BSU	Budgeting Services Unit
BT	Bureau of Treasury
CAELL	Center for Adult Education and Lifelong Learning (CAELL);
CAU	Community Affairs Unit
CEMU	Corporate Enterprise Management Unit
CEO	Chief Executive Officer
CH	Campus Head
CHED	Commission on Higher Education
CLRMD	Center for Learning Resources and Materials Development
CMO	CHED Memorandum Order
COA	Commission on Audit
CPPSU	College Printing Press and Services Unit
CRC	College Review Center
CREPC	College Research, Extension, and Production Council
CROU	Cumulative Results of Operations
CSC	Civil Service Commission
CSS	College Secretarial Services
CSU	Cashiering Services Unit
DBM	Department of Budget and Management
DCU	Document Control Unit
DNSC	Davao del Norte State College
DOST	Department of Science and Technology
EA	Executive Affairs
ED	Extension Division
EIU	Engineering and Infrastructure Unit
EO	Executive Order
FSD	Finance Services Division
FTE	Full Teaching Equivalence
GAD	Gender and Development
GADO	Gender and Development Offices
GB	Governing Board
HRMD	Human Resource Management Division
IAAS	Institute of Aquatic and Applied Sciences
IAds	Institute of Advanced Studies
IAds	Institute of Advanced Studies
IC	Institute of Computing
IESAS	Institutional Employee Suggestion and Award System
IHSS	Institute of Humanities and Social Sciences
IIO	Internationalization Initiatives Offices
IP	Intellectual Property
IPA	Institute of Public Affairs
IPKTTU	Intellectual Property and Knowledge and Technology Transfer Unit
IQAU	Internal Quality Audit Unit
IQD	ISO-QMS Division
IREPH	Institute Research, Extension, and Production Head
IRR	Implementing Rules and Regulations
ISBN	International Standard Book Number

ISO	International Standardization Organization
ITEd	Institute of Teacher Education
ITEd	Institute of Teacher Education
KTt	Knowledge and Technology Transfer
MISU	Management Information Systems Unit
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPSO	Motor Pool Services Office
NEDA	National Economic Development Authority
OAICS	Office of the Auditor for Internal Control Services
OCH	Office of the Campus Head
OCL	Office of the College Librarian
OCP	Office of the College President
OCR	Office of the College Librarian
OCSA	Office of the Coordinator for Sports Affairs
OCSCA	Office of the Coordinator for Socio-Cultural Affairs
OCSD	Office of the Coordinator for Student Discipline
OCSG	Office of the Coordinator for Scholarship and Grants
OCSO	Office of the Coordinator for Student Organizations
OCSP	Office of the Coordinator for Student Publication
ODASD	Office of the Director for Administrative Services Division
ODEA	Office of the Director for Executive Affairs
ODED	Office of the Director for Extension Division
ODFSD	Office of the Director for Finance Services Division
ODHRMD	Office of the Director for Human Resource Management Division
ODPID	Office of the Director for Production Division
ODPRM	Office of the Director for Planning and Resource Management
ODQA	Office of the Director for Quality Assurance
ODRDD	Office of the Director for Research and Development Division
ODSDS	Office of the Director for Student Development and Services
OHAPCISAD	Office of the Head for Accreditation, Program Compliance, and ISA Division
OHCSS	Office of the Head for College Secretarial Services
OHGCT	Office of the Head for Guidance, Counselling, and Testing
OHIQD	Office of the Head for ISO-QMS Division
OHMDS	Office of the Head for Mental and Dental Services
OHNSTP	Office of the Head for National Service Training Program
OHPMD	Office of the Head for Planning Management Division
OHRMD	Office of the Head for Resource Management Division
OHSA	Office of the Head for Student Admission
OLR	Office of the Legal Retainer
OPIO	Office of the Public Information Officer
OSDS	Office of the Student Development and Services
OVPA	Office of the Vice-President for Academic Affairs
OVPAF	Office of the Vice-President for Administration and Finance
OVREP	Office of the Vice-President for Research, Extension, and Production
PBU	Personnel and Benefits Unit
PCISAU	Program Compliance and Institutional Sustainability Assessment Unit
PFMU	Physical Facilities and Maintenance Unit
PD	Production Division
PIO	Public Information Officer
PMD	Planning Management Division
PMEU	Project Monitoring and Evaluation Unit
PSLMU	PBB and SUC Leveling Management Unit
PSU	Procurement Services Unit
PTPSU	Professional, Technical, and Policy Services Unit
PU	Production Unit
QA	Quality Assurance
QMS	Quality Management Systems
RA	Republic Act
RDD	Research and Development Division
REP	Research, Extension, and Production
REU	Research Ethics Unit

RMD	Resource Management Division
RMO	Records Management Office
ROM	Risks and Opportunities Management
ROMU	Risks and Opportunities Management Unit
SCP	Search Committee for the Presidency
SDS	Student Development and Services
SG	Salary Grade
SPMU	Supply and Property Management Unit
SSU	Security Services Unit
STF	Special Trust Fund
SU	Scholarship Unit
SUC	State Universities and Colleges
TDU	Training and Development Unit
TSSU	Technology Support Services Unit
VPAA	Vice-President for Academic Affairs
VPAF	Vice-President for Administration and Finance
VREP	Vice-President for Research, Extension, and Production

## Chapter 1

**GOVERNANCE AND ADMINISTRATION****1. THE GOVERNING BOARD – BOARD OF TRUSTEES (BOT)**

The Governing Board (GB) refers to the highest policy-making body of Davao del Norte State College. For a chartered State College like DNSC, the Governing Board is called the Board of Trustees.

**1.1. COMPOSITION OF THE BOARD OF TRUSTEES**

1.1.1. As stipulated in Section 2, RA 8292, the composition of the governing boards of SUCs was modified to: (a) achieve a more coordinated and integrated system of higher education; (b) render them more effective in the formulation and implementation of policies on higher education; (c) provide for more relevant direction in their governance; and (d) ensure the enjoyment of academic freedom as guaranteed by the Constitution.

1.1.2. The governance of the College shall be vested in the Board of Trustees pursuant to RA 7879. The composition and qualifications of the members of the Board of Trustees, unless otherwise superseded by a more recent law or decree to that effect, shall follow those specified in Republic Act 7879, which was approved on 14 February 1995.

1.1.3. The Governing Board of the College, the Board of Trustees, shall composed the following (RA 8292, Section 3; RA 7879, Section 6):

1. The Chairperson of the Commission on Higher Education (CHED), as Chairperson;
2. The President of the College, as Vice-Chairperson;
3. The Chairperson of the Committee on Higher, Technical, and Vocational Education of the Senate, as Member;
4. The Chairperson of the Committee on Higher and Technical Education of the House of Representatives, as Member;
5. The Regional Director of the National Economic and Development Authority XI (NEDA XI), as Member;
6. The Regional Director of the Department of Science and Technology XI (DOST XI), as Member;
7. The President of the Faculty Association of the College, as Member;
8. The President of the Supreme Student Council of the College, as Member;
9. The President of the Alumni Association of the College, as Member; and
10. Two prominent citizens from the Province of Davao del Norte who have distinguished themselves in their professions or fields of specialization representing the private sector, as Members.

The term of office of the President of the Faculty Association, President of the Supreme Student Council, and President of the Alumni Association shall be co-terminus with their respective terms of office, as set forth in their respective Constitutions and By-Laws.

The two (2) prominent citizens shall serve for a term of two (2) years from the date of appointment.

**1.2. MANNER OF APPOINTMENTS**

The Governing Board Chairperson, Vice-Chairperson, and the four (4) ex-officio regular members representing Congress, NEDA, and DOST have the right to sit as Chair, Vice-Chair and members thereof *ipso facto* upon their assumption into office. (RA 8292 IRR, Section 7)

1.2.1. The CHED Chairperson is authorized to designate a CHED Commissioner as Chairperson of the Board of Trustees.

1.2.1.1. In the absence of the Chairperson of the CHED, a Commissioner of the CHED, duly designated by him/her, shall represent him/her in the meeting with all the rights and responsibilities of a regular member: Provided, however, that during this meeting, the President of the College as Vice-Chairperson shall be the presiding officer: Provided, further, That is proviso notwithstanding, the Chairperson of the CHED is hereby authorized to designate a CHED Commissioner as the regular chair of the Board of Regents, in which case said CHED Commissioner shall act as the presiding officer. (RA 8292, Section 3-c)

- 1           1.2.6.2. Upon recommendation of the SUC President, the GB may recommend to DBM the  
2           conversion of academic position(s) to Board Secretary at Salary Grade 24. Savings cannot  
3           be used as fund source for the creation of position pursuant to EO No. 292. (*Ibid.*)  
4
- 5           1.2.6.3. On the other hand, if the GB prefers that the Board Secretary shall be designated to be co-  
6           terminus with the College President, the option is within the prerogative of the GB. (*Ibid.*)  
7

8           **1.3. POWERS AND DUTIES OF THE BOARD OF TRUSTEES**  
9

10          **1.3.1. General Powers**

- 11          1.3.1.1. The BOT shall have general powers of administration and the exercise of all the powers  
12           granted to the Board of Directors of a corporation under Section 36 of Batas Pambansa  
13           Blg. 68, otherwise known as the Corporation Code of the Philippines (RA 8292, Section  
14           4); and  
15
- 16          1.3.1.2. Basically, the BOT is a policy-making body. As such, its prime concern on the  
17           administration of the College is the promulgation and implementation of policies in  
18           accordance with declared state policies and pertinent provisions of the Philippine  
19           Constitution on education, science and technology, arts, culture, and sports, as well as the  
20           policies, standards, and thrusts of the CHED under RA 7722. (RA 8292, Section 5)  
21

22          **1.3.2. Specific Powers and Duties**  
23

24           The specific powers and duties of the BOT as stipulated in Section 4 of RA 8292 are as follows:  
25

- 26          1.3.2.1. To enact rules and regulations not contrary to law as may be necessary to carry out the  
27           purposes and functions of the College;  
28
- 29          1.3.2.2. To receive and appropriate all sums as may be provided, for the support of the College in  
30           the manner it may determine, in its discretion, to carry out the purposes and functions of  
31           the College;  
32
- 33          1.3.2.3. To receive in trust legacies, gifts and donations of real and personal properties of all kinds,  
34           to administer and dispose of the same when necessary for the benefit of the College,  
35           subject to limitations, directions and instructions of the donors, if any. Such donations shall  
36           be exempt from all taxes and shall be considered as deductible items from the income tax  
37           of the donor, provided, that the rights, privileges and exemptions extended by this Act shall  
38           likewise be extended to non-stock, non-profit private universities and colleges, and  
39           provided that the same privileges shall also be extended to city colleges and universities  
40           with the approval of the local government unit concerned and in coordination with the  
41           CHED;  
42
- 43          1.3.2.4. To fix the tuition fees and other necessary school charges, such as, but not limited to  
44           matriculation fees, graduation fees and laboratory fees, as their respective boards may  
45           deem proper to impose, after due consultations with the involved sectors;  
46

47           Such fees and charges, including government subsidies and other income generated by  
48           the College, shall constitute special trust funds and shall be deposited in any authorized  
49           government depository bank, and all interests that shall accrue therefore shall form part of  
50           the same fund for the use of the College.  
51

52           Any provision of existing laws, rules and regulations to the contrary notwithstanding, any  
53           income generated by the College from tuition fees and other charges, as well as from the  
54           operation of auxiliary services and land grants, shall be retained by the College, and may  
55           be disbursed by the BOT for instruction, research, extension, or other programs/projects  
56           of the College; provided, that all fiduciary fees shall be disbursed for the specific purposes  
57           for which they are collected.  
58

If, for reasons beyond its control, the College shall not be able to pursue any project for which the funds have been appropriated and allocated under its approved program of expenditures, the BOT may authorize the use of the said funds for any reasonable purpose which in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the College.

- 1.3.2.5. To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- 1.3.2.6. To authorize the construction or repair of its building, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment. Purchases and other transactions entered into by the College through the BOT shall be exempt from all taxes and duties;
- 1.3.2.7. To appoint upon the recommendation of the President of the College, Vice-Presidents, Deans, Directors, Heads of Departments, faculty members and other officials and employees;
- 1.3.2.8. To fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them; as its discretion, leaves of absence, under such regulation as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- 1.3.2.9. To approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
- 1.3.2.10. To set policies on admission and graduation of students;
- 1.3.2.11. To award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any other field of specialization within the academic competence of the College; and to authorize the award of certificates of completion of non-degree and non-traditional courses;
- 1.3.2.12. To absorb non-chartered tertiary institutions within their respective provinces in coordination with the CHED and in consultation with the DBM and offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- 1.3.2.13. To establish research and extension centers of the College where such will promote the development of the latter;
- 1.3.2.14. To establish Chairs in the College and to provide fellowships for qualified faculty members and scholarships to deserving students;
- 1.3.2.15. To delegate any of its powers and duties, provided for herein above to the President and/or any other officials of the College as it may deem appropriate so as to expedite the administration of the affairs of the College;
- 1.3.2.16. To authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- 1.3.2.17. To collaborate with other governing boards of SUCs within the province or region, under the supervision of the CHED and in consultation with the Department of Budget and Management (DBM), the restructuring of the College to become more efficient, relevant, productive, and competitive;

- 1           1.3.2.18. To enter into joint ventures with business and industry for the profitable development and  
2           management of the economic assets of the College, the proceeds from which shall be  
3           used for the development and strengthening of the College;
- 4           1.3.2.19. To develop consortia and other forms of linkages with the local government units,  
5           institutions and agencies, both public and private, local and foreign, in furtherance of the  
6           purposes and objectives of the College;
- 7           1.3.2.20. To establish academic arrangements for institutional capability-building with appropriate  
8           institutions and agencies, both public and private, local and foreign, and to appoint  
9           experts/specialists as consultants, or visiting or exchange professors, scholars,  
10          researchers, as the case may be;
- 11          1.3.2.21. To set up the adoption of modern and innovative modes of transmitting knowledge such  
12          as the use of information technology, the dual system, open learning, community  
13          laboratory, etc., for the promotion of greater access to higher education;
- 14          1.3.2.22. To establish policy guidelines and procedures for participative decision-making and  
15          transparency within the College;
- 16          1.3.2.23. To privatize, where most advantageous to the College, management of non-academic  
17          services such as health, food, building or grounds or property maintenance and other  
18          similar activities; and
- 19          1.3.2.24. To extend the term of the College President beyond the age of retirement, but not later  
20          than the age of seventy (70), whose performance has been unanimously rated as  
21          outstanding and upon unanimous recommendation by the Search Committee for the  
22          President of the College concerned.

23           Note. The aforesaid specific powers and duties are not elaborated operationally in the  
24          Implementing Rules and Regulations (IRR) of RA 8292. For greater flexibility, the  
25          operationalization may be left to the discretion of the GB based on situations obtaining in  
26          the SUC.

27          1.3.3. **BOT Actions/Resolutions; DBM and COA Clarifications/Guidelines on Specific Powers and  
28          Duties of the BOT**

29          1.3.3.1. **COA Guidelines and Procedures on the Use of Income**

30           COA Circular No. 2000-02 entitled “Accounting Guidelines and Procedures on the Use of  
31          Income of SUC to RA 8292” was issued/released on April 24, 2000 to provide guidelines  
32          and procedures on the utilization of income of SUCs constituted into Special Trust Fund  
33          (STF) pursuant to Section 4 (d) of RA 8292.

34          1.3.3.1.1. **General Guidelines**

35           1.3.3.1.1.1. The following provisions of RA No. 8292 and the General  
36          Appropriations Act are hereby reiterated:

- 37           ▪ All income of DNSC from tuition fees and other necessary  
38          charges such as matriculation fees, graduation fees,  
39          laboratory fees, medical and dental fees, library fees,  
40          athletic fees, and other similar fees shall be deposited in  
41          an AGDB and constituted as STF. All interest that shall  
42          accrue there from shall form part of the same Fund.
- 43           ▪ Income from college hospitals shall be earmarked and  
44          used exclusively for the operating expenses of the  
45          hospitals.

1           ■ All fiduciary fees shall be disbursed for the specific  
2           purposes for which they are collected.

3  
4           ■ In no case shall the STF be used for the payment of  
5           salaries and the creation of new positions.

6  
7           1.3.3.1.1.2. The STF shall be used to augment the maintenance and other  
8           operating expenses and capital outlays of the College and to  
9           pay authorized and fringe benefits to personnel and students  
10          who render services to the College.

11  
12          1.3.3.1.1.3. A special budget for the utilization of the STF, supported by a  
13          Certification from the College Accountant that sufficient income  
14          has been raised, collected, and deposited with an AGDB, shall  
15          be approved by the BOT of the College.

16  
17          1.3.3.1.1.4. The approved special budget shall be used by the College  
18          Accountant as the basis for recording appropriations and  
19          allotments.

20  
21          1.3.3.1.1.5. A copy of the approved special budget shall be furnished to the  
22          DBM and the Accounting Office, COA within ten (10) days after  
23          approval.

24  
25          1.3.3.1.1.6. Any balance of allotments at the end of the year shall be  
26          reverted to the Cumulative Results of Operations -  
27          Unappropriated (CROU).

28  
29          1.3.3.1.2. Specific Guidelines

30  
31          1.3.3.1.2.1. The College shall open a separate bank account for the STF  
32          wherein all income collections shall be deposited. All interest  
33          that shall accrue wherefrom shall form part of the same Fund  
34          and shall be reported as interest income. A monthly bank  
35          reconciliation statement shall be prepared and submitted to the  
36          Accounting Office, COA pursuant to COA Circular No. 92-  
37          125A.

38  
39          1.3.3.1.2.2. The College Accountant shall maintain a separate set of books  
40          of accounts for the STF using Fund Code 164.

41  
42          1.3.3.1.2.3. The College Budget Officer shall prepare a special budget for  
43          the approval of the BOT to utilize the income deposited with  
44          AGDB.

45  
46          1.3.3.1.2.4. The College Budget Officer shall also furnish the DBM and the  
47          Accounting Office, COA copies of the duly approved special  
48          budget within ten (10) days after approval by the BOT.

49  
50          1.3.3.1.2.5. Upon receipt of the duly approved special budget from the  
51          College Budget Officer, the College Accountant shall draw a  
52          Journal Voucher to set up the appropriations and record  
53          allotments.

54  
55          1.3.3.1.2.6. No special budget shall be approved by the BOT unless it is  
56          supported by a certification signed by the College Accountant  
57          that available deposits are sufficient to cover its funding  
58          requirements.

- 1                   1.3.3.1.2.7. The College Accountant shall follow the accounting entries  
2                   shown as Annex A hereof in recording financial transactions  
3                   pertaining to the STF.
- 4                   1.3.3.1.2.8. At the end of the year, the College Accountant shall prepare a  
5                   Detailed Schedule of Allotments and Obligations Incurred and  
6                   Breakdown of Income as supporting schedules of the  
7                   Preliminary Trial Balance.
- 8                   1.3.3.2. DBM Clarification on BOT Power to Retain Collections
- 9                   1.3.3.2.1. Pursuant to Section 2-(b) of RA 8292, the BOT is empowered to retain all  
10                  fees collected/generated and to deposit the collections as Special Trust Fund  
11                  (STF) in authorized government depository banks (AGDB).
- 12                  1.3.3.2.2. The College shall inform the Bureau of Treasury (BT) regarding the collection  
13                  deposited for monitoring purposes.
- 14                  1.3.3.3. COA Clarification on BOT Power to Appropriate
- 15                  1.3.3.3.1. Section 4(d) of RA 8292 empowers the BOT to appropriate the income of the  
16                  College and allocate funds with flexibility.
- 17                  1.3.3.3.2. The power of the BOT to appropriate should be in accordance with law  
18                  provisions and issuances of higher authorities (e.g. the President of the  
19                  Philippines). The BOT does not have absolute power to grant benefits to  
20                  faculty and employees if not covered by existing laws and issuances of  
21                  higher authority.
- 22                  1.3.3.3.3. The BOT may authorize the allocations of funds for personnel benefits  
23                  authorized by the CSC which are incorporated in the Institutional Employee  
24                  Suggestion and Award System (IESAS) like staff development, medical  
25                  benefits, etc.
- 26                  1.3.3.3.4. The BOT may allocate funds to implement personnel benefits authorized by  
27                  DBM covered by national compensation circulars.
- 28                  1.3.3.4. Power to Delegate Authority
- 29                  1.3.3.4.1. Depending on the discretion of the BOT, certain powers may be delegated  
30                  to the College President. (Sec. 4-(o), RA 8292).
- 31                  1.3.3.4.2. All appointments and designations issued by the College President are to be  
32                  submitted to the BOT for approval/confirmation.
- 33                  1.3.3.4.3. The power to appoint is delegated to the College President by the BOT and  
34                  is subjected to the following conditions/limitations:
- 35                  1.3.3.4.3.1. All appointments are duly processed and recommended by the  
36                  Selection and Promotion Board;
- 37                  1.3.3.4.3.2. The highest level of positions, which the College President  
38                  shall exercise to appoint, is stipulated in the Board Resolution;  
39                  and
- 40                  1.3.3.4.3.3. The level of positions, which the College President is not  
41                  delegated to appoint but empowered to recommend to the  
42                  BOT, is specified in the BOT Resolution.

- 1                   1.3.3.4.4. Under any condition and/or limitation, the signatory to all appointments is the  
2                   College President in his/her capacity as CEO and the action of the Board is  
3                   for confirmation of the appointments.
- 4                   1.3.3.4.5. If the College is accredited by the CSC, appointments issued by the College  
5                   President and confirmed by the BOT are sent to the CSC for information and  
6                   monitoring and not for approval or attestation.
- 7                   1.3.3.4.6. For expeditious action of the BOT, all pertinent documents shall be available  
8                   during the Board Meeting.
- 9                   1.3.3.4.7. The BOT reserves the authority to hire, promote, reclassify or fire personnel  
10                  as a general condition to the delegated power to the College President to  
11                  appoint.
- 12                  1.3.3.5. Power to Construct/Repair (Sec. 4(f), RA 8292)
- 13                  1.3.3.5.1. The Board of Trustees may also delegate the authority to construct and/or  
14                  repair buildings and other infrastructure to the College President provided  
15                  certain conditions are observed:
- 16                  1.3.3.5.1.1. Prior authority to undertake the construction/repair project is  
17                  secured indicating the available funds for the purpose.
- 18                  1.3.3.5.1.2. Architectural and structural plans and specifications are  
19                  presented and approved by the BOT.
- 20                  1.3.3.5.1.3. Prior authority of the BOT to conduct Pre-Qualification of  
21                  Bidders and the actual bidding process is obtained.
- 22                  1.3.3.5.1.4. The proposed contract together with the bidding result  
23                  transmitted by the Bids and Awards Committee (BAC) is  
24                  submitted to the COA Representative for review and to the  
25                  BOT for confirmation/approval.
- 26                  1.3.3.5.2. The contract becomes executory only after the confirmation by the  
27                  BOT/approval.
- 28                  1.3.3.6. Power to Approve or Confirm
- 29                  1.3.3.6.1. All policies formulated are subject to the approval of the BOT, i.e. curriculum,  
30                  admission policy, full teaching equivalence (FTE), staff development,  
31                  security matters, etc.
- 32                  1.3.3.6.2. All resolutions pertaining to collection of fees and other charges are subject  
33                  to the approval of the BOT, i.e. tuition fees adjustments, miscellaneous fees,  
34                  school paper fees, student government collections, rentals, etc.
- 35                  1.3.3.6.3. All budget proposals involving general funds and special budgets on use of  
36                  special trust funds (STF) are subject to the approval of the BOT, e.g. annual  
37                  budget, use of income, etc.
- 38                  1.3.3.6.4. All resolutions pertaining to continuing and recurring operational transactions  
39                  are subject to confirmation of the BOT, e.g. appointments, graduates,  
40                  MOA/MOU, bidding results, etc.
- 41                  1.3.3.6.5. All resolutions pertaining to transactions without prior authority of the BOT  
42                  are subject to confirmation of the BOT, e.g. infrastructure contracts, project  
43                  implementation, etc.

1                   1.3.3.6.6. Other concerns presented to the BOT which do not require approval or  
 2                   confirmation shall be recorded in the minutes as noted. E.g. report of the  
 3                   president, board examination results, miscellaneous success stories, etc.

4

#### 5                   1.4. SECRETARY TO THE BOARD OF TRUSTEES

6

7                   The Board of Trustees shall appoint a Secretary who shall serve both the Board and the College and shall  
 8                   keep all records and proceedings.

9

##### 10                 1.4.1. Term of Office

11

12                 1.4.1.1. The Board Secretary shall be selected and appointed by the BOT upon recommendation  
 13                 of the College President. (RA 8292, Section 7; RA 8292 IRR, Section 33)

14                 1.4.1.2. Since there is no plantilla item for the Board Secretary, the designation of the Board  
 15                 Secretary shall be co-terminus with the tenure of Office of the College President. This  
 16                 scheme allows a new College President to recommend faculty or staff personnel to serve  
 17                 as Board Secretary during his/her administration.

18                 1.4.1.3. The Board Secretary shall be entitled to emoluments and communication allowances  
 19                 allowed by existing government accounting and auditing rules and regulations.

20

##### 21                 1.4.2. Duties and Functions

22

23                 1.4.2.1. Prepares the agenda for all regular and special meetings of the Board of Trustees in  
 24                 consultation with the College President and deliver/send the agenda to the Chairperson  
 25                 and Members of the Board at least five (5) working days before each scheduled meeting;

26                 1.4.2.2. Provides pertinent enclosures for adequate documentation of items in the agenda;

27                 1.4.2.3. Writes transcriptions of minutes of meetings not later than ten (10) working days and have  
 28                 the same sent to all members of the Board and attested by the Chairperson/Presiding  
 29                 Officer for the confirmation of the Board in its next meeting;

30                 1.4.2.4. Prepares and passes referendums for appropriate action by the Board of Trustees;

31                 1.4.2.5. Prepares and issues excerpts of minutes of meetings and certifications on certain policies  
 32                 promulgated by the Board;

33                 1.4.2.6. Maintains a full and accurate record of all Board proceedings and shall furnish relevant  
 34                 institutes and offices of the College on the resolutions passed and approved by the Board  
 35                 of Trustees;

36                 1.4.2.7. Collates data and information needed by members of the Board of Trustees;

37                 1.4.2.8. Coordinates with concerned offices in connection with information required by the BOT  
 38                 and may act as the secretary of the Administrative Council (AdCo) and Academic Council  
 39                 (AcadCo) at the discretion of the College President;

40                 1.4.2.9. Coordinates and collates the reports of all colleges, divisions, departments, and sections  
 41                 of the College and shall assist the President in the preparation of the annual and other  
 42                 required reports of the Board;

43                 1.4.2.10. Maintains a systematic filing and safekeeping of records and documents of the Board of  
 44                 Trustees; and

45                 1.4.2.11. Performs other functions as may be directed by the Board of Trustees or the College  
 46                 President.

Chapter 2

COLLEGE ORGANIZATION AND ADMINISTRATION

1. OFFICE OF THE COLLEGE PRESIDENT (OCP)

1.1. Term of Office

- 1.1.1. The Administration of the College is vested in the College President who shall render full-time service. (RA 8292, Section 6 and RA 8292 IRR, Section 3)
- 1.1.2. The College President shall be selected and appointed by the BOT upon recommendation of a duly constituted Search Committee for the Presidency (SCP). (RA 8292, Section 6; RA 8292 IRR, Section 21).
- 1.1.3. The term of office of the College President shall be four (4) years with eligibility for reappointment for another term. (RA 8292, Section 6, RA 8292 IRR, Sections. 27 and 28)
- 1.1.4. In case the incumbent is eligible and qualified per standard set by the BOT for reappointment, no search shall be conducted. The BOT may prescribe the terms and conditions under which the BOT discretion may be exercised such as but not limited to an evaluation of the performance of the incumbent President. (RA 8292 IRR, Section 28).
- 1.1.5. In case of vacancy by reason of death, resignation, removal for cause or incapacity of the College President to perform the function of his/her Office, the Board of Trustees shall have the authority to designate an Officer-In-Charge within fifteen (15) days pending the appointment of a new President. The successor shall hold Office only for the unexpired term. (ibid, Sec. 30).

1.2. Powers and Duties

- 1.2.1. As Chief Executive Officer (CEO) of the College, the College President shall have general powers of administration and supervision similar to CEOs of private corporations.
- 1.2.2. He/she shall perform specific powers and duties as follows:
  - 1.2.2.1. Supervises and controls all business matters, as well as all administrative, academic, and financial operations of the College;
  - 1.2.2.2. Acts as ex-officio head of all officers, members of the teaching staff, administrative and all other employees of the College;
  - 1.2.2.3. Carries out the general policies laid down by the BOT and shall have the power to act within the limits of the said general policies. He/she alone shall direct or assign the details of executive actions;
  - 1.2.2.4. Determines and prepares agenda of all meetings of the Board of Trustees, the Administrative Council, the Academic Council, and the Research and Extension Council; provided, however, that any member shall have the right to suggest any matter for inclusion in the agenda;
  - 1.2.2.5. Presides at commencement exercises and other public affairs of the College and confer such degrees and honors as confirmed by the BOT. All diplomas and certificates issued by the institution shall be signed by him/her, by the College Registrar and/or by the Dean/Campus Director;
  - 1.2.2.6. Acts as the official link of communication between the faculty, personnel, and students of the College on the one hand, and the BOT or the Board of Trustees on the other;

- 1           1.2.2.7. Appoints competent and qualified persons to fill all vacancies and new positions as  
2           delegated by the BOT and exercises the authority to fill vacancies temporarily and to make  
3           such arrangements as necessary to meet all exigencies that may occur between the  
4           meetings of the BOT so as not to unduly hamper the operations of the College;  
5  
6           1.2.2.8. Exercises the authority to transfer faculty members and employees from one department or  
7           unit of the institution to another in accordance with existing laws and rules subject to the  
8           confirmation by the BOT;  
9  
10          1.2.2.9. Recommends to the BOT the change of leave status of the faculty from teacher's leave to  
11          cumulative leave or vice versa;  
12  
13          1.2.2.10. Holds all officers, faculty, and employees of the institution duty-bound to the full discharge  
14          of their respective duties and initiate the necessary proceedings for the separation from the  
15          service of the erring faculty members or administrative personnel when necessity arises  
16          and in the interest of public service and after consultation with the Dean or the Head of  
17          Office or Unit concerned.  
18  
19          1.2.2.11. Submits an annual report to the BOT at the end of the school year, highlighting the work of  
20          the past year and the needs of the current year and presents to the Board the proposed  
21          annual budget of the College;  
22  
23          1.2.2.12. Executes and signs, on behalf of the College, all contracts, deeds, and all such other  
24          instruments necessary for the proper conduct of business of the College. However, in  
25          recurring undertakings and transactions where the action is virtually ministerial, and the  
26          conditions and terms for which have been fixed in accordance with the existing regulations  
27          of the College and general laws of the land, the specified cases may be made in behalf of  
28          the College President, by the officers of the Administration or heads of office or units of the  
29          College, subject to such safeguards as he/she may impose;  
30  
31          1.2.2.13. Exercises the general responsibility and final authority over the enforcement of discipline  
32          on all faculty and administrative personnel in the College and over the maintenance of  
33          satisfactory academic standards in all its units;  
34  
35          1.2.2.14. Exercises the authority to modify or disapprove any action or resolution of any institute or  
36          college or administrative section or both, if in his/her judgment the larger interest of the  
37          College so requires. Should he/she exercise such authority, the College President shall  
38          communicate his/her decision in writing to the body concerned, stating the reasons for  
39          his/her actions; and thereafter he/she shall accordingly inform the BOT, which may take  
40          any action it deems appropriate in connection therewith;  
41  
42          1.2.2.15. Invites from time to time, scholars of eminence, and other persons who have achieved  
43          distinction in some learned profession or career, to deliver a lecture or a series thereof;  
44          he/she may authorize honoraria for such service, to be taken from the College's budgetary  
45          allocation at such rates fixed by the BOT;  
46  
47          1.2.2.16. Exercises the authority, in case of brief absence, to designate a Vice-President and/or a  
48          ranking officer of the administration to act as Officer-In-Charge who shall carry out routine  
49          management of the College in his/her name and in accordance to his/her instructions and  
50          the policies of the BOT;  
51  
52          1.2.2.17. Exercises the power to reorganize the institution subject to the provisions of its Charter and  
53          other applicable laws. He/she shall have the power to create and abolish new colleges,  
54          offices, units or reorganize them; and transfer offices or units with due respect to the security  
55          of tenure of all employees in accordance with existing laws and Civil Service rules and  
56          regulations, subject to the approval of the BOT. (From Selected SUC Codes).  
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58  
59  
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62

1      2. OFFICES UNDER THE OFFICE OF THE COLLEGE PRESIDENT  
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4

The following offices are directly supervised by the Office of the College President:

5      2.1. OFFICE OF THE DIRECTOR FOR EXECUTIVE AFFAIRS (ODEA)  
6  
7  
8  
9

The Director for Executive Affairs is responsible in assisting the Office of the College President in the internal operation, administration, and management including the offices and units under it. The EA Director sits as a regular member in the College Management Team.

10     11     2.1.1. Term of Office  
12  
13  
14  
15

- 13     14     2.1.1.1. For executive affairs and services, the College President shall be assisted by a Director for Executive Affairs who shall be appointed/designated by the BOT upon the former's recommendation.
- 17     18     2.1.1.2. The term of office of the Director for Executive Affairs shall be two (2) years with eligibility for reappointment, subject to the recommendation of the College President and approval of the BOT.
- 21     22     2.1.1.3. The designation of the EA Director shall be co-terminus with the tenure of office of the College President. This scheme encourages rotational leadership and ensures institutional harmony and stability.
- 25     26     2.1.1.4. The EA Director shall be entitled to emoluments and other remunerations allowed by existing government accounting and auditing rules and regulations.

27     28     2.1.2. Minimum Qualifications  
29  
30  
31

- 30     31     2.1.2.1. A holder of masters or doctorate degree from a reputable and recognized higher education institution;
- 33     34     2.1.2.2. At least one year of administrative experience in the development and implementation of innovative organizational initiatives, preferably with experience in management, public affairs, and secretarial services;
- 37     38     2.1.2.3. Must hold a permanent appointment and must be a bonafide member of the academic community with at least one (1) year residency;
- 40     41     2.1.2.4. Demonstrated administrative leadership and dedicated service consistent with the academic values of the College; and
- 43     44     2.1.2.5. Has leadership qualities and a strong record of commitment to advancing diversity, inclusion, and equity and skill in working with diverse populations of faculty, students, and staff.

46     47     2.1.3. Duties and Functions  
48  
49

- 49     50     2.1.3.1. Assists the College President in the internal operation, administration, and management in the Office of the College President including the offices and units under it;
- 52     53     2.1.3.2. Serves as an executive link between the College President and the Management Team of the College;
- 55     56     2.1.3.3. Prepares non-BOT correspondences, memoranda, certifications, and other transactions for signature of the College President;
- 58     59     2.1.3.4. Screens internal and external correspondence and refers the same to appropriate officials, when needed, before forwarding the communication to the College President for actions;

- 1           2.1.3.5. Provides information for reports and records through research, data retrieval, compiling,  
2           and organizing and presenting the information in usable and understandable formats for the  
3           College President's and other officials' or agencies' consumption;  
4  
5           2.1.3.6. Reviews correspondences drafted by other units in the College which are for signature of  
6           the College President for complete staff work;  
7  
8           2.1.3.7. Assists the College President thru the College and Board Secretary in the preparation of  
9           reports for the Board and other official business consumption;  
10  
11          2.1.3.8. Contributes to the overall success of the Office of the College President by performing other  
12          essential duties and responsibility as assigned by the College President;  
13  
14          2.1.3.9. Exercises general supervision, direction, monitoring and evaluation, and coordination of the  
15          operations and activities of the following offices:  
16  
17           ■ Internationalization Initiatives and External Affairs Office (IIEAO);  
18           ■ Records Management Office (RMO);  
19           ■ Gender and Development Office (GADO);  
20           ■ Alumni Affairs Office (AAO); and  
21           ■ Motor Pool Services Offices (MPSO)  
22  
23          2.1.3.10. Exercises co-supervision and coordination of the operations and activities of the following  
24          offices:  
25  
26           ■ Office of the Head for College Secretarial Affairs (OHCSS);  
27           ■ Office of the Legal Retainer (OLR);  
28           ■ Office of the Auditor for Internal Control Services (OAICS); and  
29           ■ Office of the Public Information Officer (OPIO)  
30  
31          2.1.3.11. Performs such other functions as may be delegated by the College President.

## 32          2.2. OFFICES AND UNITS UNDER THE OFFICE OF THE DIRECTOR FOR EXECUTIVE AFFAIRS

33          The following offices are directly supervised by the Director for Executive Affairs:

### 34          2.2.1. INTERNATIONALIZATION INITIATIVES AND EXTERNAL AFFAIRS OFFICE (IIEAO)

35          The Internationalization Initiatives and External Affairs Office is headed by a Coordinator who is  
36          responsible for the advancement of all internationalization efforts and linkages to external agencies  
37          in the College. The Office shall supervise both local/domestic and international external relations  
38          efforts of the College. The Office engages in a wide variety of programs and activities aligned with  
39          the vision of the College and provides leadership and coordination for all College-wide international  
40          activities for coherence and integration of the institution's international linkages, cooperation,  
41          exchanges, programs and services:

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- International Exchange Students;
  - International Seminars/Fora;
  - International Scholarship Grants;
  - International Faculty Exchange;
  - International Organizations Affiliation;
  - International Linkages; and
  - Other International Exchanges and Affairs

Also, the Internationalization Initiatives and External Affairs Office is responsible in endorsing foreign official travels of the management team, faculty, staff, and students to CHED's International Affairs Office, subject to relevant government procedures on foreign travels and existing government accounting and auditing rules and regulations.

1  
2       **2.2.2. RECORDS MANAGEMENT OFFICE (RMO)**

3  
4  
5       The Records Officer is responsible for the custody and safekeeping of official records and documents  
6       of the College. He or she issues authenticated copies of institutional documents (except BOT-related  
7       documents) upon the instruction or approval of the College President. Also, the Records Officer acts  
8       as the primary personnel in receiving communications and other business correspondences  
9       addressed to the College President and routes the same to the concerned Office upon the instruction.

10  
11      **2.2.3. GENDER AND DEVELOPMENT OFFICE (GADO)**

12  
13      The Gender and Development Office is headed by a Coordinator who is responsible for all GAD-  
14       related affairs, such as devising development perspectives and processes that are participatory and  
15       empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of  
16       self-determination and actualization of human potentials. The GAD Coordinator shall spearhead  
17       initiatives in achieving gender equality as a fundamental value of the College in coordination with  
18       relevant internal offices, academic units, and partner external agencies.

19  
20      **2.2.4. ALUMNI AFFAIRS OFFICE (AAO)**

21  
22      The Alumni Affairs Office is headed by a Coordinator who is responsible for providing quality  
23       placement services to DNSC students and the alumni. The Office is mandated to help the students  
24       establish their own careers through its Career Development Program in coordination with relevant  
25       internal offices, academic units, and partner external agencies.

26  
27      **2.2.5. MOTOR POOL SERVICES OFFICE (MPSO)**

28  
29      The Motor Pool Services Office is headed by a Coordinator who is responsible for coordinating the  
30       use and placement of vehicles of the College and establishes and implements policies, procedures  
31       and standards for ensuring the availability of vehicles at assigned locations. The Office is also  
32       responsible for verifying vehicle information to include mileage, user identification and any damages  
33       to vehicles; maintaining log of vehicle reservations, fuel usage; monthly reports to the EA Director;  
34       maintaining an inventory of departmental vehicles including VIN numbers, license plate and  
35       registration numbers; repair work, inspection timetables, warranty information and any special  
36       equipment such as portable radios and their related expiration dates, maintenance and replacement  
37       programs; and formulating the annual budget for motor pool services.

38  
39      **2.3. OFFICE OF THE HEAD FOR COLLEGE SECRETARIAL SERVICES (OHCSS)**

40  
41      The Head of the College Secretarial Services or College Secretary is a position assumed automatically by the  
42       Board Secretary in concurrent capacity. In other cases, the College President may opt to assign other  
43       personnel to act as College Secretary, subject to the confirmation of the BOT. The Head of the College  
44       Secretarial Services serves as the Secretary of the College Management Team and Councils such as the  
45       Administrative Council (AdCo) and the Academic Council (AcadCo).

46  
47      **2.3.1. Term of Office**

48  
49      2.3.1.1. The Head of the College Secretarial Services or College Secretary shall be selected and  
50       appointed by the College President and confirmed by the BOT.

51  
52      2.3.1.2. Since there is no plantilla item for the Head of the College Secretarial Services or College  
53       Secretary, the designation of the Head of the College Secretarial Services shall be co-  
54       terminus with the tenure of Office of the College President. This scheme allows a new  
55       College President to recommend faculty or staff personnel to serve as College Secretary  
56       during his/her administration.

57  
58      2.3.1.3. The CSS Head or College Secretary shall be entitled to emoluments and communication  
59       allowances allowed by existing government accounting and auditing rules and regulations.

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2       **2.3.2. Minimum Qualifications**  
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- 5       2.3.2.1. A holder of masters or doctorate degree from a reputable and recognized higher education  
6       institution;  
7  
8       2.3.2.2. Must hold a permanent appointment and must be a bonafide member of the academic  
9       community with at least one (1) year residency; and  
10  
11      2.3.2.3. Has leadership qualities and a strong record of commitment to advancing diversity,  
12       inclusion, and equity and skill in working with diverse populations of faculty, students, and  
13       staff.

14       **2.3.3. Duties and Functions**  
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16

- 17       2.3.3.1. Acts as secretary of the Administrative and Academic Councils as well as the College  
18       Management Team, unless another official shall be designated to the position by the  
19       College President. As such, he shall issue notices of meetings of the Council and take  
20       down the minutes of the proceedings thereof;  
21  
22       2.3.3.2. Writes transcriptions of minutes of meetings not later than five (5) working days and have  
23       the same sent to all members of the Administrative and Academic Councils and attested by  
24       the President, as Chairperson, for confirmation in the council's next meeting;  
25  
26       2.3.3.3. Prepares memoranda, circulars, bulletins, and other official communications for the  
27       signature of the College President or his duly authorized representative;  
28  
29       2.3.3.4. Informs the members of the faculty and non-teaching staff on various policies, rules, and  
30       regulations promulgated by the Board of Trustees or by the Council as approved by the  
31       Board;  
32  
33       2.3.3.5. Keeps custody of classified records and issue excerpts or appropriate certifications upon  
34       request of authorized officials and employees of the College and other entities; and  
35  
36       2.3.3.6. Perform such other functions as may be delegated by the College President.  
37

38       **2.4. OFFICE OF THE LEGAL RETAINER (OLR)**  
39

40       The Legal Retainer is responsible for facilitating quality delivery of legal services. He/she serves as a College's  
41       strategic partner to its clients, by providing timely and expert legal advice and guidance to the College officials,  
42       in support of its educational goals and objectives.

43       **2.4.1. Term of Office**  
44

- 45       2.4.1.1. The Legal Retainer shall be selected and appointed by the BOT upon recommendation of  
46       the College President, subject to the deputation of the Office of the Solicitor General of the  
47       Philippines and concurrence of the Commission on Audit.  
48  
49       2.4.1.2. Since there is no plantilla item for the Legal Retainer, the designation or outsourcing of  
50       service via contract of the Legal Retainer shall be co-terminus with the tenure of Office of  
51       the College President.  
52  
53       2.4.1.3. The Legal Retainer shall be entitled to emoluments and other renumerations allowed by  
54       existing government accounting and auditing rules and regulations.

55       **2.4.2. Duties and Functions**  
56

- 57       2.4.2.1.1. Serves as resource for informed decision-making and creative problem solving to  
58       facilitate the College's pursuit of its mission of teaching, research, and service;

- 1            2.4.2.1.2. Advises and supports college personnel to ensure excellence in fulfilling DNSC's  
2            legal and ethical obligations;
- 3            2.4.2.1.3. Facilitates all aspects of transactions at the College as necessary or appropriate;
- 4            2.4.2.1.4. Represents the College as legal counsel in judicial and government proceedings  
5            by advocating and defending its interests, where appropriate in the context of legal  
6            matters;
- 7            2.4.2.1.5. Provides legal advices, notarial services, and legal document reviews of MOAs,  
8            MOUs, and contracts;
- 9            2.4.2.1.6. Serves as the point of contact for all interaction with other government agencies  
10          from time to time as circumstances warrant; and
- 11          2.4.2.1.7. Performs such other functions as may be delegated by the College President.

## 18          2.5. OFFICE OF THE AUDITOR FOR INTERNAL CONTROL SERVICES (OAICS)

19          The Auditor for Internal Control Services is directly supervised by the College President and is the arm of the  
20          College and the Management Team in achieving an efficient and effective fiscal administration and  
21          performance of agency affairs and functions through operations and financial audit. (RA Nos. 3456 & 4177;  
22          DBM BC No. 2004-4; CMO No. 12, Series of 2018)

### 25          2.5.1. Term of Office

- 26            2.5.1.1. The Auditor for Internal Control Services shall be selected and appointed by College  
27            President and shall be confirmed by the BOT.
- 28            2.5.1.2. Since there is no plantilla item for the Auditor for Internal Control Services, the designation  
29            or outsourcing of service via contract of the Auditor for Internal Control Services shall be  
30            co-terminus with the tenure of Office of the College President.

### 34          2.5.2. Minimum Qualifications

- 35            2.5.2.1. A certified public accountant and a holder of masters or doctorate degree in accountancy,  
36            auditing, or any allied discipline from a reputable and recognized higher education  
37            institution;
- 38            2.5.2.2. Must hold a permanent appointment and must be a bonafide member of the academic  
39            community with at least one (1) year residency; and
- 40            2.5.2.3. Has leadership qualities and a strong record of commitment to advancing diversity,  
41            inclusion, and equity and skill in working with diverse populations of faculty, students, and  
42            staff.

### 47          2.5.3. Duties and Functions

#### 49          2.5.3.1. Primary Duties

- 51            2.5.3.1.1. Appraises the administrative, fiscal, and financial procedures, personnel  
52            efficiency, and other related matters by expressing opinions as to the  
53            efficiency or adequacy of existing procedures;
- 55            2.5.3.1.2. Verifies and analyzes the financial and operations data to ascertain if the  
56            existing management information systems generate data or reports that are  
57            complete, accurate, and valid;
- 59            2.5.3.1.3. Verifies the extent of administrative, financial, and fiscal compliance of the  
60            College by ensuring that the administrative and accounting procedures are  
61            being properly implemented; government regulations are being complied with;

1 performance targets are being achieved; and other contractual obligations are  
2 being met;

- 3
- 4 2.5.3.1.4. Serves as the safety net officer of the College by ensuring the prevention  
5 and/or detection of fraud or dishonesty; reviewing cases involving misuse of  
6 agency properties; and checking of transactions with external parties;
- 7
- 8 2.5.3.1.5. Provides other miscellaneous services, including special investigations and  
9 assistance to outside agencies and partners, such as the COA;
- 10
- 11 2.5.3.1.6. Determines the effectiveness and adequacy of security and management  
12 controls over information systems and databases and their integrity; and
- 13
- 14 2.5.3.1.7. Performs such other functions as may be delegated by the College President.
- 15

16 2.5.3.2. Specific Functions

17

- 18 2.5.3.2.1. Supervises a division tasked with internal audit functions;
- 19
- 20 2.5.3.2.2. Establishes the annual goal, objectives, and performance targets of the  
21 internal auditing unit with concurrence of the College President and the  
22 Management Team;
- 23
- 24 2.5.3.2.3. Establishes internal auditing standards, guidelines, and procedures for the  
25 guidance of internal audit staff;
- 26
- 27 2.5.3.2.4. Determines the extent of coordination with the Commission on Audit's  
28 auditors to avoid duplication of audit effort;
- 29
- 30 2.5.3.2.5. Review of internal audit plans and reports and recommends/ approves the  
31 same for the enhancement of the internal audit functions in the College;
- 32
- 33 2.5.3.2.6. Appraises training needs of internal audit staff and devises internal audit  
34 programs, such as trainings and workshops; and
- 35
- 36 2.5.3.2.7. Performs such other functions as may be delegated by the College President.
- 37

38 2.6. OFFICE OF THE PUBLIC INFORMATION OFFICER (OPIO)

39

40 The Public Information Officer is directly supervised by the College President and handles the public relations  
41 and affairs of the College. He or she is responsible for organizing special events such as news conferences  
42 and awards ceremonies and in maintaining the social media presence of the College in the internet.

43

44 2.6.1. Term of Office

45

- 46 2.6.1.1. The Public Information Officer shall be selected and appointed/designated by College  
47 President.
- 48
- 49 2.6.1.2. Since there is no plantilla item for the Public Information Officer, the designation of the  
50 position shall be co-terminus with the tenure of Office of the College President.
- 51

52 2.6.2. Minimum Qualifications

53

- 54 2.6.2.1. A holder of masters or doctorate degree in English, Communication, or any allied discipline  
55 from a reputable and recognized higher education institution;
- 56
- 57 2.6.2.2. Must hold a permanent appointment and must be a bonafide member of the academic  
58 community with at least one (1) year residency; and
- 59
- 60 2.6.2.3. Has leadership qualities and a strong record of commitment to advancing diversity,  
61 inclusion, and equity and skill in working with diverse populations of faculty, students, and  
62 staff.

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3  
4       **2.6.3. Duties and Functions**

- 5  
6       2.6.3.1. Handles public relations activities for the College;  
7  
8       2.6.3.2. Prepares brochures, catalogues, and information leaflets about the different programs and  
9           activities of the College;  
10  
11      2.6.3.3. Produces printed and video materials about the College for dissemination to the public;  
12      2.6.3.4. Handles visitors and guests of the College;  
13  
14      2.6.3.5. Prepares plans for effective participation with other agencies on matters of community  
15           development projects;  
16  
17      2.6.3.6. Serves as the main administrator of the official social media accounts of the College and  
18           co-administrator of the College Website;  
19  
20      2.6.3.7. Gathers facts and distributes them to the different units/offices and partner agencies;  
21  
22      2.6.3.8. Serves as the official speech writer of the College President; and  
23  
24      2.6.3.9. Performs such other functions as may be delegated by the College President.

25  
26       **2.7. OFFICE OF THE CAMPUS HEAD (OCH)**

27  
28       Each extension campus of the College shall have a Campus Head who is selected from the members of the  
29           faculty with plantilla positions thru a democratic consultation and shall be designated by the BOT upon the  
30           recommendation of the College President.

31  
32       **2.7.1. Term of Office**

- 33  
34       2.7.1.1. The Campus Head shall be selected and appointed by the College President and shall be  
35           confirmed by the BOT.  
36  
37       2.7.1.2. The designation of the Campus Head shall be co-terminus with the tenure of Office of the  
38           College President.

39  
40       **2.7.2. Minimum Qualifications**

- 41  
42       2.7.2.1. A holder of master or doctorate degree from a reputable and recognized higher education  
43           institution;  
44  
45       2.7.2.2. Must hold a permanent appointment and must be a bonafide member of the academic  
46           community with at least one (1) year residency;  
47  
48       2.7.2.3. Demonstrated administrative leadership and scholarly service consistent with the academic  
49           values of the College; and  
50  
51  
52       2.7.2.4. Has leadership qualities and a strong record of commitment to advancing diversity,  
53           inclusion, and equity and skill in working with diverse populations of faculty, students, and  
54           staff.

55  
56       **2.7.3. Duties and Functions**

- 57  
58       2.7.3.1. Supervises the management and control over all affairs and operation in the Campus,  
59           including proper maintenance of discipline in accordance with the College Policies and laws  
60           of the Republic;  
61  
62       2.7.3.2. Implement policies, rules and regulations of the College relating to the Campus and as  
delegated by the College President and by the BOT;

- 1           2.7.3.3. Coordinates with the Vice-Presidents, Institute Deans, and Directors on matters pertaining  
2           to their respective areas of authority;
- 3
- 4           2.7.3.4. Conducts meetings of faculty and support staff of the Campus;
- 5
- 6           2.7.3.5. Implements disciplinary actions against students of the campus in accordance with existing  
7           laws, rules, and regulations;
- 8
- 9           2.7.3.6. Develops, utilizes, and maintains physical resources and facilities of the Campus;
- 10
- 11          2.7.3.7. Initiates resource generation to support academic and other programs of the campus;
- 12
- 13          2.7.3.8. Establishes communication between the institution and its public constituencies in the  
14           geographical province/municipality/city, including especially the engagement with  
15           individuals and organizations that result in philanthropic and other support for the campus;
- 16
- 17          2.7.3.9. Prepares budgets, in consultation with the administrative council, and administer approved  
18           funds, fiscal plans, and academic and administrative programs;
- 19
- 20          2.7.3.10. Plans and implements a human resource development program for the faculty and staff of  
21           the campus;
- 22
- 23          2.7.3.11. Makes recommendations for the designation of personnel within the Campus and for the  
24           development of educational programs subject to policies prescribed by the Office of the  
25           College President and by the BOT;
- 26
- 27          2.7.3.12. Keeps the College President fully informed concerning the operations and needs of the  
28           campus; and
- 29
- 30          2.7.3.13. Exercises such other powers and perform such other functions as may be delegated by the  
31           College President.
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### 3. OFFICE OF THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS (OVPAAs)

The Vice President for Academic Affairs, as head of the OVPAAs, is directly responsible to the College President for providing substantive inputs to system-wide planning, formulation of policies and standards, monitoring and review, and coordination of curricular, instructional, and library programs of the College. The VPAA sits as regular member of the College President's Management Team.

#### 3.1. Term of Office

- 3.1.1. For the academic affairs and services, the College President shall be assisted by a Vice-President for Academic Affairs who shall be appointed/designated by the BOT upon the former's recommendation.
- 3.1.2. The term of office of the Vice-President for Academic Affairs shall be two (2) years with eligibility for reappointment, subject to the recommendation of the College President and approval of the BOT.
- 3.1.3. The designation of the VPAA shall be co-terminus with the tenure of office of the College President. This scheme encourages rotational leadership and ensures institutional harmony and stability.
- 3.1.4. The VPAA shall be entitled to receive the salary and other benefits enjoyed by the position, subject to existing government accounting and auditing rules and regulations.

#### 3.2. Minimum Qualifications

- 3.2.1. A holder of doctorate degree from a reputable and recognized higher education institution;
- 3.2.2. At least 1-3 years of administrative experience in the development and implementation of innovative academic and organizational initiatives, preferably with experience as Dean, Director or Department Chairperson;
- 3.2.3. Must hold a permanent appointment and must be a bonafide member of the academic community with at least one (1) year residency;
- 3.2.4. Demonstrated excellence in teaching, scholarship, and scholarly service consistent with the academic values of the College; and
- 3.2.5. Excellent leadership qualities and a strong record of commitment to advancing diversity, inclusion, and equity and skill in working with diverse populations of faculty, students, and staff.

#### 3.3. Duties and Functions

- 3.3.1. Directs the planning, implementation, and evaluation of the instructional programs and academic activities to ensure effective training and education of faculty and students. Under this general function are the following duties and responsibilities:
  - 3.3.1.1. Serves as the Vice-Chairperson of the Academic Council in formulating viable guidelines affecting the planning, implementation, and evaluation of instructional activities;
  - 3.3.1.2. Coordinates the planning and preparation of the proposed annual budget of the different institutes and units in the instructional program, propose the same to the College Budget Committee, and keep the Deans informed of related decisions on the matter;
  - 3.3.1.3. Coordinates with the Office of the Vice-President for Research, Extension, and Production in promoting research, extension, and production activities of the institutes;
  - 3.3.1.4. Serves as an ex-officio chairperson of all standing and/or ad hoc committees which shall study or conduct regular faculty appraisal on performance ratings;

- 1           3.3.1.5. Creates standing and/or ad hoc committees that will study or supervise student election,  
 2           field trips, and other related activities upon consultation with the Institute Deans and SDS  
 3           Director;
- 4           3.3.1.6. Approves the yearly programs of work of the Institute Deans and other academic  
 5           offices/units under supervision; and
- 6           3.3.1.7. Administers the overall execution of policies on instruction formulated by higher authorities.
- 7           3.3.2. Coordinates with other universities, college, and related agencies to ensure inter-program  
 8           complementation and efficient maximization of available resources through a functional management  
 9           information system. Under this general function are the following duties and responsibilities:
- 10          3.3.2.1. Determines the available resources (men/money/materials) for the efficient use of such  
 11           resources from within the inter-projects of the academic programs and for the efficient use  
 12           of such resources through an inter-program scheme from without;
- 13          3.3.2.2. Determines the needs and resources of the academic programs to be monitored by the top  
 14           management for implementation and evaluation at the beginning of each school year;
- 15          3.3.2.3. Establishes and manages an efficient management of information system for the academic  
 16           program that shall continuously monitor the needed data and information to the  
 17           Management Team, and other appropriate offices, from within and without, when needed  
 18           as the case may be.
- 19          3.3.2.4. Represents the academic programs in appropriate offices/bodies and causes resolution of  
 20           conflicts in accordance with established policies, sound management, and operation  
 21           practices. Under this general function are the following duties and responsibilities:
- 22          3.3.2.4.1. Represents the academic programs in the Administrative and Academic  
 23           Councils and other top-level offices or in the Office of the College President,  
 24           as the case may be;
- 25          3.3.2.4.2. Promotes harmonious interaction between and among the faculty and staff of  
 26           the program through regular faculty and staff conference and dean/director's  
 27           council meetings;
- 28          3.3.2.4.3. Establishes and recommends for the approval by higher authorities a reward  
 29           system in coordination of the PRAISE Committee to boost and maintain  
 30           faculty morale;
- 31          3.3.2.4.4. Represents the academic programs of the College from within and without.  
 32           As such, the VPAA shall continuously cause the promotion and development  
 33           of noteworthy academic standards commensurate to those of the College via  
 34           regular consultation with external agencies and institutions; with the Institute  
 35           Deans/Directors on how best the academic programs can be improved; with  
 36           Program Chairpersons and faculty members on how the academic activities  
 37           can be carried out in the best interest of the students; and with the students  
 38           on how best their talents can be harnessed for development; and
- 39          3.3.2.4.5. Submits a regular memorandum of work progress to the Office of the College  
 40           President.
- 41          3.3.3. Exercises general supervision, direction, monitoring and evaluation, and coordination of the  
 42           operations and activities of the following institutes and offices:
- 43           ■ Institute of Aquatic and Applied Sciences (IAAS);  
 44           ■ Institute of Computing (IC);  
 45           ■ Institute of Humanities and Social Sciences (IHSS);  
 46           ■ Institute of Public Affairs (IPA);  
 47           ■ Institute of Teacher Education (ITEd);  
 48           ■ Institute of Advanced Studies (IAdS);

- 1 □ Office of the Student Development and Services (OSDS);
- 2 □ Office of the College Librarian (OCL);
- 3
- 4
- 5 □ Office of the College Registrar (OCR);
- 6 □ Office of the Head for Student Admission (OHSA);
- 7 □ Office of the Head for National Service Training Program (OHNSTP);
- 8 □ Center for Adult Education and Lifelong Learning (CAELL);
- 9 □ Center for Learning Resources and Materials Development (CLRMD); and
- 10 □ College Review Center (CRC);
- 11
- 12 3.3.4. Exercises other powers and perform such other functions as may be delegated by the College
- 13 President and approval of the BOT.

#### 15 3.4. OFFICES AND UNITS UNDER THE OFFICE OF THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS

16 The following offices are directly supervised by the Office of the Vice-President for Academic Affairs:

- 19 □ Institute of Aquatic and Applied Sciences (IAAS);
- 20 □ Institute of Computing (IC);
- 21 □ Institute of Humanities and Social Sciences (IHSS);
- 22 □ Institute of Public Affairs (IPA);
- 23 □ Institute of Teacher Education (ITEd);
- 24 □ Institute of Advanced Studies (IAdS);
- 25 □ Office of the Student Development and Services (OSDS);
- 26 □ Office of the College Librarian (OCL);
- 27 □ Office of the College Registrar (OCR);
- 28 □ Office of the Head for Student Admission (OHSA) ;
- 29 □ Office of the Head for National Service Training Program (OHNSTP);
- 30 □ Center for Adult Education and Lifelong Learning (CAELL);
- 31 □ Center for Learning Resources and Materials Development (CLRMD); and
- 32 □ College Review Center (CRC);

##### 34 3.4.1. OFFICE OF THE INSTITUTE DEAN

35 Each institute or academic unit shall have a Dean designated from the faculty members holding  
36 plantilla positions in the Institute through a democratic consultation and shall be designated by the  
37 BOT upon the recommendation of the College President. The Institute Dean sits as a regular member  
38 of the College Management Team.

###### 41 3.4.1.1. Term of Office

43 3.4.1.1.1. The term of office of an Institute Dean shall be two (2) years with eligibility for  
44 reappointment, subject to the recommendation of the Vice-President for  
45 Academic Affairs, endorsement of the College President, and approval of the  
46 BOT.

48 3.4.1.1.2. The designation of the Institute Dean shall be co-terminus with the tenure of  
49 office of the Vice-President for Academic Affairs or the College President. This  
50 scheme encourages rotational leadership and ensures institutional harmony  
51 and stability.

53 3.4.1.1.3. The Institute Dean shall be entitled to emoluments and other remunerations  
54 allowed by existing government accounting and auditing rules and  
55 regulations.

###### 57 3.4.1.2. Minimum Qualifications

59 3.4.1.2.1. A holder of an appropriate doctorate degree relevant to any of the academic  
60 programs offered by the institute or academic unit and other qualifications  
61 required thereof or specified by the BOT upon the recommendation of the

1 VPAA/College President. In the absence of one with an appropriate doctorate,  
 2 a qualified master's degree holder may be designated as an Acting Dean.  
 3  
 4  
 5

- 6           3.4.1.2.2. At least one year of administrative experience in the development and  
 7 implementation of innovative organizational initiatives, preferably with  
 8 experience in conducting academic programs and activities as a Dean,  
 9 Director, or Department/Program Chair;
- 10          3.4.1.2.3. Must hold a permanent appointment and must be a bonafide member of the  
 11 academic community with at least one (1) year residency;
- 12          3.4.1.2.4. Demonstrated in administrative leadership and scholarly service consistent  
 13 with the academic values of the College; and
- 14          3.4.1.2.5. Has leadership qualities and a strong record of commitment to advancing  
 15 diversity, inclusion, and equity and skill in working with diverse populations of  
 16 faculty, students, and staff.

17           **3.4.1.3. Duties and Functions**

18

- 19          3.4.1.3.1. Assists the Vice-President for Academic Affairs in the operation of academic  
 20 institutes;
- 21          3.4.1.3.2. Supervises the administration of all the affairs and activities of his/her unit,  
 22 including the admission and classification of students;
- 23          3.4.1.3.3. Attends to the student's academic programs enrolled in the institute and  
 24 coordinates with other concerned personnel for various academic concerns;
- 25          3.4.1.3.4. Maintains within the College premises the orderly behavior and discipline of  
 26 students, faculty members, and staff under the institute;
- 27          3.4.1.3.5. Identifies the annual institute targets and budgetary allocations, and discuss  
 28 these with the Department Chairpersons;
- 29          3.4.1.3.6. Plans and implements programs, projects, and activities to improve the  
 30 academic climate in the College;
- 31          3.4.1.3.7. Recommends curricula revisions and development of academic programs;
- 32          3.4.1.3.8. Presides over the meetings of the faculty of his/her unit;
- 33          3.4.1.3.9. Takes full charge of all the publications of his unit;
- 34          3.4.1.3.10. Acts as ex-officio member of all committees of his/her unit;
- 35          3.4.1.3.11. Submits an annual or periodic report as well as other reports which the VP  
 36 Academic Affairs may require; and
- 37          3.4.1.3.12. Exercises such other powers and perform such other functions as may be  
 38 delegated by the VP Academic Affairs.
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6     **3.4.2. OFFICES UNDER THE OFFICE OF THE INSTITUTE DEAN**

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8         The following offices are directly supervised by the Office of the Institute Dean:

9  
10      **3.4.2.1. OFFICE OF THE DEPARTMENT/PROGRAM CHAIRPERSON**  
11           (Graduate and Undergraduate)

12  
13         The most basic constituent of the academic hierarchy in the College is the Department. It  
14         is headed by a Department Chairperson or Program Chairperson that is designated by an  
15         Institute Dean, endorsed by the VPAA, approved by the College President, and confirmed  
16         by the BOT for a term of two (2) years without prejudice to reappointment or revocation.

17  
18      **3.4.2.1.1. Term of Office**

- 19  
20        3.4.2.1.1.1. The term of office of a Department Chairperson or Program  
21        Chairperson shall be two (2) years with eligibility for  
22        reappointment, subject to the recommendation of the Institute  
23        Deans, endorsement of the VPAA, approval of the College  
24        President, and confirmation of the BOT.  
25  
26        3.4.2.1.1.2. The designation of a Department Chairperson or Program  
27        Chairperson shall be co-terminus with the tenure of office of the  
28        Institute Dean. This scheme encourages rotational leadership  
29        and ensures institutional harmony and stability.

30  
31      **3.4.2.1.2. Minimum Qualifications**

- 32  
33        3.4.2.1.2.1. A holder of an appropriate master or doctorate degree relevant  
34        to the academic programs offered by the institute or academic  
35        unit and other qualifications required thereof or specified by the  
36        BOT upon the recommendation of the Institute Dean/VPAA/  
37        College President.  
38  
39        3.4.2.1.2.2. At least one year of administrative experience in the  
40        development and implementation of innovative organizational  
41        initiatives, preferably with experience in conducting academic  
42        programs;  
43  
44        3.4.2.1.2.3. Must hold a permanent appointment and must be a bonafide  
45        member of the academic community with at least one (1) year  
46        residency;  
47  
48        3.4.2.1.2.4. Demonstrated excellence in scholarly service consistent with  
49        the academic values of the College; and  
50  
51        3.4.2.1.2.5. Has leadership qualities and a strong record of commitment to  
52        advancing diversity, inclusion, and equity and skill in working  
53        with diverse populations of faculty, students, and staff.

54  
55      **3.4.2.1.3. Duties and Functions**

- 56  
57        3.4.2.1.3.1. Assists the Institute Dean in the formulation of College policies  
58        and in the implementation of the same;  
59  
60        3.4.2.1.3.2. Prepares and coordinates faculty workloads with the other  
61        institutes;

- 1                   3.4.2.1.3.3. Helps faculty members define their goals and objectives in their  
2                   work;
- 3
- 4
- 5                   3.4.2.1.3.4. Develops and implements medium goals of the College;
- 6
- 7                   3.4.2.1.3.5. Initiate curriculum revision, development, and budgetary  
8                   requirements;
- 9
- 10                  3.4.2.1.3.6. Presides over meetings of the faculty of his/her department;
- 11
- 12                  3.4.2.1.3.7. Designs programs and activities in line with the discipline to  
13                  ensure appropriate learning delivery system is implemented,  
14                  reviewed, and adopted, e.g. syllabi, TOS, testing instruments,  
15                  instructional materials, teaching strategies, etc.;
- 16
- 17                  3.4.2.1.3.8. Proposes, formulates and recommends policies and procedures  
18                  for student admission and retention;
- 19
- 20                  3.4.2.1.3.9. Submits annual or periodic reports; and
- 21
- 22                  3.4.2.1.3.10. Performs such other functions as may be delegated by the  
23                  Institute Dean.
- 24
- 25

26                  **3.4.2.2. OFFICE OF THE INSTITUTE RESEARCH, EXTENSION, AND PRODUCTION HEAD**  
27                  **(IREPH)**

28

29                  The Institute REP Head is responsible for the institute-based endeavors for research,  
30                  extension, and production services.

31

32                  **3.4.2.2.1. Term of Office**

33

- 34                  3.4.2.2.1.1. The term of office of an Institute REP Head shall be two (2)  
35                  years with eligibility for reappointment, subject to the  
36                  recommendation of the Institute Dean, endorsement of the  
37                  VPAA, approval of the College President, and confirmation of  
38                  the BOT.
- 39
- 40                  3.4.2.2.1.2. The designation of the Institute REP Head shall be co-terminus  
41                  with the tenure of office of the Institute Dean. This scheme  
42                  encourages rotational leadership and ensures institutional  
43                  harmony and stability.
- 44

45                  **3.4.2.2.2. Minimum Qualifications**

46

- 47                  3.4.2.2.2.1. A holder of an appropriate master or doctorate degree from a  
48                  recognize or reputable higher education institution;
- 49
- 50                  3.4.2.2.2.2. Has a proven track record in conducting research, extension,  
51                  and production activities;
- 52
- 53                  3.4.2.2.2.3. Must hold a permanent appointment and must be a bonafide  
54                  member of the academic community with at least one (1) year  
55                  residency; and
- 56
- 57                  3.4.2.2.2.4. Excellent leadership qualities and a strong record of  
58                  commitment to advancing diversity, inclusion, and equity and  
59                  skill in working with diverse populations of faculty, students, and  
60                  staff.
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5           **3.4.2.2.3. Duties and Functions**

- 6  
7           3.4.2.2.3.1. Reports directly to Institute Dean and coordinates with the  
8           Division Directors under Office of the Vice-President for  
9           Research, Extension, and Production;
- 10  
11          3.4.2.2.3.2. Spearheads the formulation and implementation of the Institute  
12          Research and Extension Agenda and Policies in coordination  
13          with the Institute Dean;
- 14  
15          3.4.2.2.3.3. Participates actively in the formulation of the College Research  
16          and Extension Agenda and Policies as member of the College  
17          Research, Extension, and Production Council (CREPC);
- 18  
19          3.4.2.2.3.4. Facilitates the effective translation of the College/Institute  
20          Research Agenda into workable cluster level programs;
- 21  
22          3.4.2.2.3.5. Assists the systematic and accurate implementation of the  
23          College/Institute REP Development Plan;
- 24          3.4.2.2.3.6. Facilitates the conduct of REP activities at the cluster in  
25          coordination with the REP Directors;
- 26  
27          3.4.2.2.3.7. Facilitates the prompt submission of Institute-based REP  
28          reports;
- 29  
30          3.4.2.2.3.8. Assists the faculty researchers and extensionists of the institute  
31          in preparing proposals and in carrying them out;
- 32  
33          3.4.2.2.3.9. Monitors and evaluates projects of the cluster and be  
34          responsible in the dissemination of project results in the cluster.;
- 35  
36          3.4.2.2.3.10. Submits periodic monitoring reports of accomplishment to the  
37          Institute Dean, copy furnished the REP Directors; and
- 38  
39          3.4.2.2.3.11. Performs other functions as maybe assigned by the Institute  
40          Dean and/or upon request of the respective REP Directors.

41           **3.5. OFFICE OF THE DIRECTOR FOR STUDENT DEVELOPMENT AND SERVICES (ODSDS)**

42  
43          The Office of the Director for Student Development and Services shall assist the Vice-President for Academic  
44          Affairs in the operation and implementation of co-curricular and extra-curricular student activities, affairs,  
45          policies, and services of the College. The SDS Director sits as a regular member of the College Management  
46          Team.

47           **3.5.1. Term of Office**

- 48  
49          3.5.1.1. The term of office of the Director for Student Development and Services shall be two (2)  
50          years with eligibility for reappointment, subject to the recommendation of the Vice-President  
51          for Academic Affairs, endorsement of the College President, and approval of the BOT.
- 52  
53          3.5.1.2. The designation of the SDS Director shall be co-terminus with the tenure of office of the  
54          College President. This scheme encourages rotational leadership and ensures institutional  
55          harmony and stability.
- 56  
57          3.5.1.3. The SDS Director shall be entitled to emoluments and other remunerations allowed by  
58          existing government accounting and auditing rules and regulations.

1           **3.5.2. Minimum Qualifications**

- 2  
3           3.5.2.1. A holder of masters or doctorate degree from a reputable and recognized higher education  
4           institution;  
5  
6           3.5.2.2. At least one year of administrative experience in the development and implementation of  
7           innovative organizational initiatives, preferably with experience as a Dean, Director,  
8           Department Chairperson or Program Chairperson;  
9  
10          3.5.2.3. Must hold a permanent appointment and must be a bonafide member of the academic  
11          community with at least one (1) year residency;  
12  
13          3.5.2.4. Demonstrated excellence in administrative leadership and scholarly service consistent with  
14          the academic values of the College; and  
15  
16          3.5.2.5. Excellent leadership qualities and a strong record of commitment to advancing diversity,  
17          inclusion, and equity and skill in working with diverse populations of faculty, students, and  
18          staff.

19           **3.5.3. Duties and Functions**

- 20  
21          3.5.3.1. Advises the President on student affairs, viz student government organizations, fraternities,  
22          cultural groups, etc.;  
23  
24          3.5.3.2. Performs life adjustment counseling and educational counseling;  
25  
26          3.5.3.3. Conducts educational information drive in connection with career choices and parental  
27          advice;  
28  
29          3.5.3.4. Meets with parents/guardians for follow-up cases for student-related matters;  
30  
31          3.5.3.5. Makes referrals of student problems;  
32  
33          3.5.3.6. Makes linkages for industry training of students;  
34  
35          3.5.3.7. Exercises general supervision, direction, monitoring and evaluation, and coordination of the  
36          operations and activities of the following divisions:  
37  
38           ■ Office of the Coordinator for Scholarship and Grants (OCSG);  
39           ■ Office of the Coordinator for Sports Affairs (OCSA);  
40           ■ Office of the Coordinator for Socio-Cultural Affairs (OCSCA);  
41           ■ Office of the Coordinator for Student Organizations (OCSO);  
42           ■ Office of the Coordinator for Student Publication (OCSP);  
43           ■ Office of the Coordinator for Student Discipline (OCSD);  
44           ■ Office of the Head for Guidance, Counselling, and Testing (OHGCT); and  
45           ■ Office of the Head for Medical and Dental Services (OHMDS)  
46  
47  
48          3.5.3.8. Performs such other functions as may be delegated by the VP for Academic Affairs.

49           **3.6. OFFICES UNDER THE OFFICE OF THE DIRECTOR FOR STUDENT DEVELOPMENT AND SERVICES**

50           **3.6.1. OFFICE OF THE COORDINATOR FOR SCHOLARSHIP AND GRANTS (OCSG)**

51           **3.6.1.1. Duties and Functions**

- 52  
53           3.6.1.1.1. Screens and facilitates student applications for scholarships, grants, aids, and  
54           assistance, subject to the provisions prescribed by CHED, by other granting  
55           agencies, and by the College, thereafter, generates quarterly accomplishment  
56           reports;  
57  
58           3.6.1.1.2. Establishes linkages and partnerships with other agencies and organization  
59           for student scholarship opportunities; and  
60  
61  
62

1                   3.6.1.1.3. Performs such other functions as may be delegated by the SDS Director.  
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3  
4  
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6                   **3.6.2. OFFICE OF THE COORDINATOR FOR SPORTS AFFAIRS (OCSA)**  
7  
8

9                   **3.6.2.1. Duties and Functions**  
10  
11

- 12                   3.6.2.1.1. Monitors and evaluates performances of coaches;  
13  
14                   3.6.2.1.2. Develops annual sports utilization program for all sports and athletic activities  
15                   of the College;  
16  
17                   3.6.2.1.3. Establishes linkages with the Philippine Sports Commission and other  
18                   agencies and institutions involved in sports development;  
19  
20                   3.6.2.1.4. Ensures safekeeping and maintenance of sports equipment;  
21  
22                   3.6.2.1.5. Coordinates with the HRMD in initiating faculty and staff development  
23                   programs by creating dynamic and sustainable physical and fitness programs,  
24                   thereafter, generates quarterly accomplishment reports and annual inventory  
25                   reports; and  
26  
27                   3.6.2.1.6. Performs such other functions as may be delegated by the SDS Director.

28                   **3.6.3. OFFICE OF THE COORDINATOR FOR SOCIO-CULTURAL AFFAIRS (OCSCA)**  
29  
30

31                   **3.6.3.1. Duties and Functions**  
32  
33

- 34                   3.6.3.1.1. Develops annual sociocultural utilization program for all socio-civic activities  
35                   of the College;  
36  
37                   3.6.3.1.2. Facilitates socio-cultural activities to foment and cultivate expressions of arts  
38                   and cultural awareness in inter-school competitions, thereafter, generates  
39                   quarterly accomplishment reports; and  
40  
41                   3.6.3.1.3. Performs such other functions as may be delegated by the SDS Director.

42                   **3.6.4. OFFICE OF THE COORDINATOR FOR STUDENT ORGANIZATIONS (OCSO)**  
43  
44

45                   **3.6.4.1. Duties and Functions**  
46  
47

- 48                   3.6.4.1.1. Directs and supervises the campus organizations to the attainment of the  
49                   vision, mission, goals, and graduate attributes of the College;  
50  
51                   3.6.4.1.2. Evaluates the application requirements and other relevant documents of  
52                   student organizations;  
53  
54                   3.6.4.1.3. Keeps records and evaluates the activities and accomplishments undertaken  
55                   by the different organizations;  
56  
57                   3.6.4.1.4. Recommends to the SDS Director recognition of student organizations;  
58  
59                   3.6.4.1.5. Recommend policies for the establishment and operation of student  
60                   organizations;  
61  
62                   3.6.4.1.6. Coordinates the activities of the different student organizations;  
63  
64                   3.6.4.1.7. Coordinates with other offices/institutes on the activities and projects of the  
65                   student organizations;

- 1                   3.6.4.1.8.     Conduct orientation and accreditation of different organizations; and  
2  
3                   3.6.4.1.9.     Performs such other functions as may be delegated by the SDS Director.

4  
5                   **3.6.5. OFFICE OF THE COORDINATOR FOR STUDENT PUBLICATION (OCSP)**

6  
7                   The Public Information Officer of the College, upon his/her designation, shall act in concurrent  
8                   capacity as the Coordinator for Student Publication and shall report to the SDS Director for matters  
9                   and endeavors related to student publication affairs.

10  
11                  **3.6.5.1. Duties and Functions**

- 12  
13                  3.6.5.1.1.     Acts as a technical adviser of the school paper, yearbook, and other  
14                   periodicals and bulletin of information about the College;  
15  
16                  3.6.5.1.2.     Prepares brochures, catalogues, bulletin of information, quarterly and annual  
17                   reports and yearbook of the College;  
18  
19                  3.6.5.1.3.     Spearheads the trainings on campus journalism;  
20  
21                  3.6.5.1.4.     Formulates and recommend policies on campus journalism;  
22  
23                  3.6.5.1.5.     Coordinates with different sections/offices/institutes on articles and pertinent  
24                   information for publication; and  
25  
26                  3.6.5.1.6.     Performs such other functions as may be delegated by the SDS Director.

27  
28                  **3.6.6. OFFICE OF THE COORDINATOR FOR STUDENT DISCIPLINE (OCSD)**

29  
30                  **3.6.6.1. Duties and Functions**

- 31  
32                  3.6.6.1.1.     Conceptualizes, develops and implements innovative student discipline  
33                   formation programs, services, activities and materials for the College;  
34  
35                  3.6.6.1.2.     Monitors, coordinates and supervises activities related to student discipline  
36                   formation programs and formative approaches;  
37  
38                  3.6.6.1.3.     Investigates cases involving students/organizations accused of violating  
39                   College regulations based on a set of procedures;  
40  
41                  3.6.6.1.4.     Formulates resolutions on the verdict of cases to dispose justice and  
42                   corrective measures;  
43  
44                  3.6.6.1.5.     Supervises and coordinates with the SDS Director in the conceptualization,  
45                   development and implementation of formative and training programs for  
46                   student groups;  
47  
48                  3.6.6.1.6.     Conducts formative case conference and attends to students with discipline-  
49                   related concerns and their parents;  
50  
51                  3.6.6.1.7.     Facilitates the conflict resolution or meeting of students with discipline-related  
52                   conflicts and problems;  
53  
54                  3.6.6.1.8.     Spearheads and conducts discipline-related researches as basis for policy  
55                   education, advocacy, training and program development;  
56  
57                  3.6.6.1.9.     Submits student discipline reports and other relevant documents to the SDS  
58                   Director and other offices upon request;

- 1                   3.6.6.1.10. Develops and facilitates discipline-related activities, orientations and  
2                   programs for adult stakeholders to promote student discipline formation and  
3                   policy awareness; and  
4  
5                   3.6.6.1.11. Performs such other functions as may be delegated by the SDS Director.

6  
7                   **3.6.7. OFFICE OF THE HEAD FOR GUIDANCE, COUNSELLING, AND TESTING (OHGCT)**

8  
9                   The Office of the Guidance, Counselling, and Testing shall be headed by a registered guidance  
10                  counsellor.

11  
12                 **3.6.7.1. Duties and Functions**

- 13  
14                 3.6.7.1.1. Handles orientations and seminars on career, occupational development,  
15                 vocation information drive, values formation, and other relevant student  
16                 welfare development endeavors in coordination with the Coordinators of  
17                 Scholarship and Grants, Student Discipline, Sports Affairs, Sociocultural  
18                 Affairs, Alumni Affairs, Gender and Development, and other partner offices  
19                 and agencies;  
20  
21                 3.6.7.1.2. Conducts the College Admission Test and interprets and issues the same in  
22                 coordination with the Head for Student Admission;  
23  
24                 3.6.7.1.3. Supervises, monitors, and evaluates the implementation of the guidance and  
25                 counselling programs in the College;  
26  
27                 3.6.7.1.4. Coordinates with the Campus Heads in the implementation of the guidance  
28                 and counselling programs in other campuses;  
29  
30                 3.6.7.1.5. Initiates and recommends innovation in the guidance and counselling  
31                 programs of the College;  
32  
33                 3.6.7.1.6. Serves as the Job Placement Office of the College; and  
34  
35                 3.6.7.1.7. Performs such other functions as may be delegated by the SDS Director.

36  
37                 **3.6.8. OFFICE OF THE HEAD FOR MEDICAL AND DENTAL SERVICES (OHMDS)**

38  
39                 The Office of the Medical and Dental Services shall be headed by a registered nurse.

40  
41                 **3.6.8.1. Duties and Functions**

- 42  
43                 3.6.8.1.1. Provides health services to the College community through annual health  
44                 check-up of faculty, staff and students, emergency and first aid care;  
45                 consultation and treatment of common school-related illnesses and  
46                 prevention program against diseases through vaccination;  
47  
48                 3.6.8.1.2. Motivates and assists faculty, staff, and students to maintain and improve their  
49                 health thru the following health measure activities: health awareness lectures  
50                 on various medical concerns of the time, pamphlet distribution and bulletin  
51                 board information;  
52  
53                 3.6.8.1.3. Maintains a healthy school environment through regular health inspections of  
54                 classrooms and surroundings, annual water analysis and weekly food  
55                 inspection of the canteen;  
56  
57                 3.6.8.1.4. Improves the health education of the College community by participating in  
58                 planned instruction, collaboration with health teachers, participation in  
59                 teaching-learning experiences as resource persons, providing incidental  
60                 experiences (Health Education) and preparation of health-related instructional  
61                 materials;

- 1                   3.6.8.1.5. Spearheads the medical and dental services to the college community and  
2                   participates and cooperates in College activities needing medical assistance;  
3                   and  
4  
5                   3.6.8.1.6. Performs such other functions as may be delegated by the SDS Director.

6  
7                   **3.7. ACADEMIC-RELATED OFFICES UNDER THE OFFICE OF THE VP FOR ACADEMIC AFFAIRS**

8  
9                   **3.7.1. OFFICE OF THE COLLEGE LIBRARIAN (OCL)**

10                  The Office of the College Librarian shall be headed by a registered librarian, preferably with a  
11                  masters or doctorate degree in library management, library and information sciences, or other allied  
12                  disciplines.

13                  **3.7.1.1. Duties and Functions**

- 14                  3.7.1.1.1. Plans and implements approved plans on the development of the College  
15                  Library and Learning Resource Center Services to make them responsive to  
16                  the needs of the faculty, staff, students, and other community stakeholders;  
17  
18                  3.7.1.1.2. Proposes and implements approved measures and activities including library  
19                  rules, regulation, and procedures intended to make the library efficient and  
20                  effective in serving its various clients;  
21  
22                  3.7.1.1.3. Initiates the acquisition, selection and evaluation of books, periodicals,  
23                  documents, audio-visual materials or equipment and other informational  
24                  materials in coordination with relevant offices and institutes;  
25  
26                  3.7.1.1.4. Supervises the classification and cataloguing of books, periodicals and other  
27                  informational materials;  
28  
29                  3.7.1.1.5. Prepares and submits a consolidated library reports, annual budget and  
30                  procurement program of other campuses;  
31  
32                  3.7.1.1.6. Serves as the custodian of the College Audio-Visual Room and the E-Library  
33                  and formulates and implements approved policies for their physical and  
34                  technological development and maintenance;  
35  
36                  3.7.1.1.7. Recommends and implements College library, E-Library, and AVR policies;  
37  
38                  3.7.1.1.8. Establishes linkage and networking system with other librarians and learning  
39                  resource personnel;  
40  
41                  3.7.1.1.9. Supervises the personnel assigned to the library, evaluates their  
42                  performance, recommends travel and other similar opportunities;  
43  
44                  3.7.1.1.10. Prepares a continuing program, either by purchase or by donation of library  
45                  holdings in coordination with the Campus Directors; and  
46  
47                  3.7.1.1.11. Performs such other functions as may be delegated by the VP for Academic  
48                  Affairs.

49                  **3.7.2. OFFICE OF THE COLLEGE REGISTRAR (OCR)**

50                  **3.7.2.1. Duties and Functions**

- 51                  3.7.2.1.1. Recommends and implements policies, rules, and regulation on admissions,  
52                  enrolment, promotion, retention, graduation, and awards of students;  
53  
54                  3.7.2.1.2. Initiates, implements, and evaluates systematic innovations of students'  
55                  record management;

- 1                   3.7.2.1.3. Prepares and consolidates statistical reports on student matters in  
2                   consultations with relevant offices/institutes;
- 3                   3.7.2.1.4. Prepares the Academic Calendar of the College in consultation with the VPs,  
4                   Deans, and Directors;
- 5                   3.7.2.1.5. Coordinates with the Campus and College Registrars and Campus Directors  
6                   on the submission of records and reports of students;
- 7                   3.7.2.1.6. Checks and issues all student-related documents needed by the clients;
- 8                   3.7.2.1.7. Acts on queries of faculty members and students pertaining to approved  
9                   academic load, Transcript of Records, certifications, and other related  
10                  matters;
- 11                  3.7.2.1.8. Performs such other functions as may be delegated by the VP for Academic  
12                  Affairs.

### 19                  3.7.3. OFFICE OF THE HEAD FOR STUDENT ADMISSION (OHSA)

20                  The Office of the Head for Student Admission shall be preferably headed by a registered  
21                  psychometrician.

#### 24                  3.7.3.1. Duties and Functions

- 26                  3.7.3.1.1. Implements approved admission policies;
- 27                  3.7.3.1.2. Interprets terms and conditions for admission and enrolment;
- 28                  3.7.3.1.3. Coordinates with the Office of the Guidance, Counselling, and Testing in the  
29                  administration, scoring, and interpretation of the Admission Test;
- 30                  3.7.3.1.4. Initiates information campaigns on the curricular offerings and schedule of  
31                  admission activities of the College in other agencies in coordination with Head  
32                  of the Guidance, Counselling, and Testing Office, Institute Deans, and  
33                  Department/Program Chairpersons;
- 34                  3.7.3.1.5. Coordinates with the Office of the College Registrar on the schedule of  
35                  activities, terms and conditions of enrolment; and
- 36                  3.7.3.1.6. Performs such other functions as may be delegated by the VP for Academic  
37                  Affairs.

### 44                  3.7.4. OFFICE OF THE HEAD FOR NATIONAL SERVICE TRAINING PROGRAM (OHNSTP)

#### 46                  3.7.4.1. Duties and Functions

- 48                  3.7.4.1.1. Plans and implements approved plans on NSTP programs of the College in  
49                  coordination with relevant offices and institutes;
- 50                  3.7.4.1.2. Prepares periodic consolidated reports of NSTP program and activities;
- 51                  3.7.4.1.3. Coordinates with the Department Chairpersons and the Loading Committee  
52                  for the schedule NSTP classes and assignment of NSTP Instructors;
- 53                  3.7.4.1.4. Oversees and monitors the implementation of the NSTP program in the  
54                  College;
- 55                  3.7.4.1.5. Monitors and supervises facilitators in their community immersion activities  
56                  and program;

- 1                   3.7.4.1.6. Coordinates with LGUs and other concerned agencies regarding the  
2                   implementation of the programs of the ROTC/CWTS/LTS students; and  
3  
4                   3.7.4.1.7. Performs such other functions as may be delegated by the VP for Academic  
5                   Affairs.

6  
7                   **3.7.5. CENTER FOR ADULT EDUCATION AND LIFELONG LEARNING (CAELL)**

8  
9  
10                  The Center for Adult Education and Lifelong Learning shall be headed and directed by a Center  
11                  Coordinator who will ensure the implementation and maintenance of programs and activities related  
12                  to adult education and lifelong learning.

13  
14                  **3.7.5.1. Duties and Functions**

- 15  
16                  3.7.5.1.1. Plans, directs, and implements approved center special programs and  
17                  activities in consultation with the academic units and offices providing  
18                  programs for adult education and lifelong learning;  
19  
20                  3.7.5.1.2. Designs special program offerings and other certifications related to adult  
21                  education and lifelong learning activities in consultation with the relevant  
22                  offices/institutes;  
23  
24                  3.7.5.1.3. Facilitate the signing of Memoranda of Agreement/ Understanding with  
25                  partner agencies and institutions;  
26  
27                  3.7.5.1.4. Facilitates the integration of special programs in the existing academic  
28                  programs offered in the College;  
29  
30                  3.7.5.1.5. Evaluates applications for student admissions in special programs in  
31                  consultation with a duly constituted committee for the center;  
32  
33                  3.7.5.1.6. Co-develops, schedules, and organizes non-traditional educational programs  
34                  and classes with the relevant offices/institutes;  
35  
36                  3.7.5.1.7. Coordinates and assigns instructors and lecturers for special programs in  
37                  adult education and lifelong learning;  
38  
39                  3.7.5.1.8. Coordinates with PLGUs, LGUs, and BLGUs for possible partnerships and  
40                  linkage in the administration and delivery of special programs for adult  
41                  education and lifelong learning;  
42  
43                  3.7.5.1.9. Prepares and submits all documents related to the center's administration and  
44                  operation to relevant offices/academic units and partner agencies and  
45                  organizations;  
46  
47                  3.7.5.1.10. Contributes to all marketing/promotional activities and publications related to  
48                  adult education and lifelong learning including correspondences, mailings,  
49                  brochures, and other publicity materials;  
50  
51                  3.7.5.1.11. Serves as the official liaison officer of the College in undertakings and affairs  
52                  related to adult education and lifelong learning; and  
53  
54                  3.7.5.1.12. Performs such other functions as may be delegated by the VP for Academic  
55                  Affairs.

56  
57                  **3.7.6. CENTER FOR LEARNING RESOURCES AND MATERIALS DEVELOPMENT (CLRMD)**

58  
59                  The Center for Learning Resources and Materials Development shall be headed and directed by a  
60                  Center Coordinator who will ensure the development and management of learning resources and  
61                  instructional materials designed by faculty members and staff personnel.

1           **3.7.6.1. Duties and Functions**

- 2
- 3           3.7.6.1.1. Initiates and spearheads efforts for instructional materials and learning
- 4           resources development in the College;
- 5
- 6           3.7.6.1.2. Motivates and develops programs for faculty and staff personnel in creating
- 7           and devising instructional materials and learning resources such as modules,
- 8           textbooks, worktexts, and laboratory manuals;
- 9
- 10          3.7.6.1.3. Serves as the Chairperson of the Committee on Instructional Materials
- 11          Development and collaborate with the relevant academic units and offices in
- 12          the development and production of instructional materials and learning
- 13          resources;
- 14
- 15          3.7.6.1.4. Coordinates with project team of IM writers and partners to ensure effective
- 16          management of timeline and process from timely development, printing, and
- 17          distribution of teaching and learning materials to various clients and
- 18          stakeholders;
- 19          3.7.6.1.5. Ensures the development of instructional materials responds to certain level
- 20          of quality assurance standards and processes;
- 21
- 22          3.7.6.1.6. Evaluates applications for the instructional materials utilization in the College
- 23          and recommends/endorses decisions and actions of the same to the Office of
- 24          the Vice-President for Academic Affairs;
- 25
- 26          3.7.6.1.7. Coordinates with the Office of the Coordinator for Intellectual Property and
- 27          Knowledge and Technology Transfer for ISBN applications and patenting of
- 28          instructional materials; and
- 29
- 30          3.7.6.1.8. Performs such other functions as may be delegated by the VP for Academic
- 31          Affairs.

32           **3.7.7. COLLEGE REVIEW CENTER (CRC)**

33          The College Review Center shall be headed and directed by a Center Administrator who will ensure

34          that all review programs of board courses are properly designed, managed, administered, monitored,

35          reviewed, and evaluated.

36           **3.7.7.1. Duties and Functions**

- 37
- 38           3.7.7.1.1. Plans and implements programs related to institutional review for board
- 39           courses offered by the College;
- 40
- 41           3.7.7.1.2. Coordinates the schedules and assignment of review masters with relevant
- 42           offices and academic units;
- 43
- 44           3.7.7.1.3. Conducts monitoring and reporting of the performance of students in licensure
- 45           examinations;
- 46
- 47           3.7.7.1.4. Design review programs and activities for the center's development and
- 48           upgrading of instructional approaches and strategies;
- 49
- 50           3.7.7.1.5. Submits performance reports on licensures to relevant offices and academic
- 51           units;
- 52
- 53           3.7.7.1.6. Plans and implements the approved budget and operational plan of the review
- 54           center; and
- 55
- 56           3.7.7.1.7. Performs such other functions as may be delegated by the VP for Academic
- 57           Affairs.

1  
2  
3  
4  
5  
6 **4. OFFICE OF THE VICE-PRESIDENT FOR ADMINISTRATION AND FINANCE (OVPAF)**

7  
8 The Vice-President for Administration and Finance, as head of the OVPAF, is directly responsible to the College  
9 President for the management, direction, control, and coordination of all administrative and financial activities of  
10 the College. The VPAF provides leadership and direction for financial and administrative services and its  
11 operational staff including budgeting and accounting, student accounts, purchasing, human resources, physical  
12 plant operations, auxiliary enterprises, and capital planning and operations. The VPAF sits as a regular member  
13 of the College Management Team.

14  
15 **4.1. Term of Office**

- 16  
17 4.1.1. For administrative and finance affairs and services, the College President shall be assisted by a  
18 Vice-President for Administration and Finance who shall be appointed/designated by the BOT upon  
19 the former's recommendation.
- 20  
21 4.1.2. The term of office of the Vice-President for Administration and Finance shall be two (2) years with  
22 eligibility for reappointment, subject to the recommendation of the College President and approval of  
23 the BOT.
- 24  
25 4.1.3. The designation of the VPAF shall be co-terminus with the tenure of office of the College President.  
26 This scheme encourages rotational leadership and ensures institutional harmony and stability.
- 27  
28 4.1.4. The VPAF shall be entitled to receive the salary and other benefits enjoyed by the position, subject  
29 to existing government accounting and auditing rules and regulations.

30  
31 **4.2. Minimum Qualifications**

- 32  
33 4.2.1. A holder of doctorate degree from a reputable and recognized higher education institution;
- 34  
35 4.2.2. At least 1-3 years of administrative experience in the development and implementation of innovative  
36 organizational initiatives, preferably with experience as Dean, Director, Head of Office/Unit or  
37 Program Chairperson/Coordinator;
- 38  
39 4.2.3. Must hold a permanent appointment and must be a bonafide member of the academic community  
40 with at least one (1) year residency;
- 41  
42 4.2.4. Demonstrated excellence in administrative leadership and scholarly service consistent with the  
43 academic values of the College; and
- 44  
45 4.2.5. Excellent leadership qualities and a strong record of commitment to advancing diversity, inclusion,  
46 and equity and skill in working with diverse populations of faculty, students, and staff.

47  
48 **4.3. Duties and Functions**

- 49  
50 4.3.1. Serves as the Vice-Chairperson of the Administrative Council in formulating viable guidelines  
51 affecting the planning, implementation, and evaluation of administrative and finance activities;
- 52  
53 4.3.2. Develops, implements, and enforces administrative policies and procedures through systems that  
54 will improve the overall operation and effectiveness of the College;
- 55  
56 4.3.3. Recommends and develops policies, procedures, and systems to meet College's administrative  
57 objectives;
- 58  
59 4.3.4. Plans, develops, organizes, implements, directs, and evaluates the College's fiscal functions;
- 60  
61 4.3.5. Ensures timely and accurate budget analysis and financial reporting for the Management Team,  
62 College President, and Board of Trustees;

- 1           4.3.6. Plans, prepares, and supervises the development of the College' annual administrative budget for  
2           presentation to the Management Team, College President, and Board of Trustees;  
3  
4  
5           4.3.7. Ensures that financial resources support the institutional strategic plan and priorities;  
6  
7           4.3.8. Ensures compliance with appropriate regulatory agencies by continually monitoring operations,  
8           programs, and physical resources;  
9  
10          4.3.9. Disseminates information within the College on budgetary processes and procedures related to  
11         operating and capital expenditures;  
12  
13          4.3.10. Recommends to the College President and the Management Team long range financial and  
14         administrative planning;  
15  
16          4.3.11. Provides strategic support to the other Vice-Presidents, Deans, Directors, and Heads of  
17         Offices/Units;  
18  
19          4.3.12. Provides leadership and guidance regarding the development and implementation of capital planning  
20         and operations projects as well as the maintenance of the physical plant and grounds;  
21  
22          4.3.13. Provides leadership and guidance to human resources and assures policies and procedures are in  
23         accordance with collective bargaining, government laws, and goals and objectives of the College;  
24  
25          4.3.14. Provides leadership to the sustainability of administrative and fiscal programs of the College;  
26  
27          4.3.15. Evaluates the finance/administrative services structure and team plan for continual improvement of  
28         the efficiency and effectiveness;  
29  
30          4.3.16. Collaborates with internal departments and external agents and constituencies to provide financial  
31         information/reports in order to accomplish strategic initiatives;  
32  
33          4.3.17. Represents the College at meetings and functions as requested by the Office of the College  
34         President;  
35  
36          4.3.18. Exercises general supervision, direction, monitoring and evaluation, and coordination of the  
37         operations and activities of the following divisions:  
38  
39           ■ Administrative Services Division (ASD);  
40           ■ Finance Services Division (FSD); and  
41           ■ Human Resource Management Division (HRMD)  
42  
43  
44          4.3.19. Exercises other powers and perform such other functions as may be delegated by the College  
45         President and approval of the BOT.

46  
47          **4.4. DIVISIONS UNDER THE OFFICE OF THE VP FOR ADMINISTRATION AND FINANCE**

48  
49          The following offices are directly supervised by the Office of the Vice-President for Administration and Finance:

- 50  
51           ■ Administrative Services Division (ASD);  
52           ■ Finance Services Division (FSD); and  
53           ■ Human Resource Management Division (HRMD)

1  
2  
3  
4  
5  
6     **4.4.1. OFFICE OF THE DIRECTOR FOR ADMINISTRATIVE SERVICES DIVISION (ODASD)**

7  
8         The Director for Administrative Services Division is in-charge of the College's operational service  
9         requirements covering procurement, supply and property, physical facilities and maintenance,  
10        security, technology support services, and corporate enterprise management. Primarily, the  
11        Administrative Services Division is tasked to effectively provide the critical support system for the  
12        aforementioned operational and administrative requirements. The ASD Director sits a regular  
13        member of the College Management Team.

14  
15         **4.4.1.1. Term of Office**

- 16  
17             4.4.1.1.1. The Vice-President for Administration and Finance shall be assisted by a  
18                Director for Administrative Services Division who shall be  
19                appointed/designated by the BOT upon the recommendation of the College  
20                President.
- 21  
22             4.4.1.1.2. The term of office of the Director for Administrative Services Division shall be  
23                two (2) years with eligibility for reappointment, subject to the recommendation  
24                of the Vice-President for Administration and Finance, endorsement of the  
25                College President, and approval of the BOT.
- 26  
27             4.4.1.1.3. The designation of the ASD Director shall be co-terminus with the tenure of  
28                office of the Vice-President for Administration and Finance. This scheme  
29                encourages rotational leadership and ensures institutional harmony and  
30                stability.
- 31  
32             4.4.1.1.4. The ASD Director shall be entitled to emoluments and other remunerations  
33                allowed by existing government accounting and auditing rules and  
34                regulations.

35  
36         **4.4.1.2. Minimum Qualifications**

- 37  
38             4.4.1.2.1. A holder of masters or doctorate degree from a reputable and recognized  
39                higher education institution;
- 40  
41             4.4.1.2.2. At least one (1) year of administrative experience in the development and  
42                implementation of innovative organizational initiatives;
- 43  
44             4.4.1.2.3. Must hold a permanent appointment and must be a bonafide member of the  
45                academic community with at least one (1) year residency;
- 46  
47             4.4.1.2.4. Demonstrated administrative leadership and service consistent with the  
48                academic values of the College; and
- 49  
50             4.4.1.2.5. Has leadership qualities and a strong record of commitment to advancing  
51                diversity, inclusion, and equity and skill in working with diverse populations of  
52                faculty, students, and staff.

53  
54         **4.4.1.3. Duties and Functions**

- 55  
56             4.4.1.3.1. Plans, supervises, and evaluates performance of all administrative sections  
57                of the College;
- 58  
59             4.4.1.3.2. Coordinates all general service administration in the College such as  
60                procurement management, supply and property management, physical  
61                facilities and maintenance, security services, technology support services,  
62                and corporate enterprise management;

- 1                   4.4.1.3.3. Monitors implementation of administrative operations, procedures, and  
2                   processes;
- 3                   4.4.1.3.4. Evaluates personnel performance under the Administrative Services Division;
- 4                   4.4.1.3.5. Spearheads and supervises the preparation of the administrative annual  
5                   plans, periodic, annual, and other required reports;
- 6                   4.4.1.3.6. Prepares administrative orders, circulars and memoranda for proper guidance  
7                   of personnel in the Office;
- 8                   4.4.1.3.7. Implements laws, policies, plans, programs, rules and regulations on general  
9                   service functions;
- 10                  4.4.1.3.8. Conducts in-service trainings, seminars, workshops, etc., on general service  
11                  matters in partnership with the Office of the Director for Human Resource  
12                  Management;
- 13                  4.4.1.3.9. Recommends innovations and policies for effective operations of the College;
- 14                  4.4.1.3.10. Recommends appropriate personnel actions;
- 15                  4.4.1.3.11. Exercises general supervision, direction, monitoring and evaluation, and  
16                  coordination of the operations and activities of the following administrative  
17                  units:
- 18                   ■ Procurement Services Unit (PSU);  
19                   ■ Supply and Property Management Unit (SPMU);  
20                   ■ Physical Facilities and Maintenance Unit (PFMU);  
21                   ■ Security Services Unit (SSU)  
22                   ■ Technology Support Services Unit (TSSU); and  
23                   ■ Corporate Enterprise Management Unit (CEMU)
- 24                  4.4.1.3.12. Performs such other functions as may be delegated by the VP for  
25                  Administration and Finance.

#### 38                  4.4.2. UNITS UNDER THE OFFICE OF THE DIRECTOR FOR ADMINISTRATIVE SERVICES DIVISION

##### 40                  4.4.2.1. PROCUREMENT SERVICES UNIT (PSU)

42                  The Procurement Services Unit is directed by a Head who is in-charge of the overall  
43                  administration, management, and maintenance of procedures and processes related to  
44                  procurement management and services.

##### 46                  4.4.2.1.1. Duties and Functions

48                  4.4.2.1.1.1. Spearheads leadership and direction for the College regarding  
49                  procurement of goods and services by directing and managing  
50                  a comprehensive and coordinated procurement program;

52                  4.4.2.1.1.2. Ensures the prompt and effective procurement and delivery of  
53                  essential goods and services by organizing legal and logical  
54                  procurement procedures and process;

56                  4.4.2.1.1.3. Monitors workloads throughout the units and sets prioritization  
57                  of staffing needs accordingly by implementing appropriate  
58                  departmental policies and procedures;

60                  4.4.2.1.1.4. Protects the interests of the College regarding procurement by  
61                  serving as the College's official representative in discussions

1 between suppliers and end-users on purchasing issues and all  
2 other areas of responsibility;

3  
4  
5  
6 4.4.2.1.1.5. Ensures that the procurement activities are accomplished with  
7 a minimum time lag and in accordance with regulatory  
8 requirements by developing, implementing, and interpreting  
9 purchasing and materials control policies and procedures in  
10 accordance with College policies and government procurement  
11 rules and regulations;

12  
13 4.4.2.1.1.6. Develops a competent, productive, and effective unit staff by  
14 providing training and orientation on procurement policies and  
15 procedures, assigning work responsibilities and priorities,  
16 supervising work activities, and evaluating the performances of  
17 professional, clerical, and support personnel; and

18  
19 4.4.2.1.1.7. Performs such other functions as may be delegated by the ASD  
20 Director.

21  
22 **4.4.2.2. SUPPLY AND PROPERTY MANAGEMENT UNIT (SPMU)**

23  
24 The unit is headed by the Supply and Property Management Officer.

25  
26 **4.4.2.2.1. Duties and Functions**

27  
28 4.4.2.2.1.1. Oversees the operation of the Supply and Property  
29 Management Unit;

30  
31 4.4.2.2.1.2. Spearheads the conduct of trainings and seminars on supply  
32 and property management;

33  
34 4.4.2.2.1.3. Takes charge and facilitate the titling of all lands owned by the  
35 College;

36  
37 4.4.2.2.1.4. Spearheads the conduct of updated and comprehensive  
38 physical inventory of expendable and non-expendable assets of  
39 the College;

40  
41 4.4.2.2.1.5. Ensures the safekeeping and availability of all records pertinent  
42 to supplies, materials, and equipment;

43  
44 4.4.2.2.1.6. Initiates, coordinates, and facilitates the disposal of  
45 unserviceable properties in accordance with the prescribed  
46 government rules and regulations;

47  
48 4.4.2.2.1.7. Evaluates the performance of the personnel in the Unit;

49  
50 4.4.2.2.1.8. Performs such other functions as may be delegated by the ASD  
51 Director.

52  
53 **4.4.2.3. PHYSICAL FACILITES AND MAINTENANCE UNIT (PFMU)**

54  
55 The unit is directed by the Head for Physical Facilities and Maintenance.

56  
57 **4.4.2.3.1. Duties and Functions**

58  
59 4.4.2.3.1.1. Develops a comprehensive physical development plan including  
60 construction, improvement, rehabilitation, demolition, major and  
61 minor repairs, and restoration or maintenance of buildings,

1 classrooms and other facilities in coordination of Engineering  
2 and Infrastructure Unit;

3  
4 4.4.2.3.1.2. Implements approved plans of civil work maintenance of the  
5 College;

6  
7 4.4.2.3.1.3. Exercises safety measures/programs on all civil work projects;

8  
9 4.4.2.3.1.4. Oversees minor repair of buildings, furniture and fixtures;

10  
11 4.4.2.3.1.5. Facilitates the conduct of regular facilities and building  
12 inspection;

13  
14 4.4.2.3.1.6. Supervises the maintenance and orderliness of the College  
15 grounds and surroundings, classrooms, offices, library,  
16 laboratories, comfort rooms, canteen, and other facilities;

17  
18 4.4.2.3.1.7. Plans, supervises, and evaluates repair services as well as the  
19 maintenance of the furniture, fixtures, office equipment, and  
20 other properties; and

21  
22 4.4.2.3.1.8. Performs such other functions as may be delegated by the ASD  
23 Director.

24  
25 **4.4.2.4. SECURITY SERVICES UNIT (SSU)**

26  
27 The unit is directed by the Head for Security Services.

28  
29 **4.4.2.4.1. Duties and Functions**

30  
31 4.4.2.4.1.1. Plans and implements security operations and procedures;

32  
33 4.4.2.4.1.2. Conducts periodic security survey;

34  
35 4.4.2.4.1.3. Prepares reports on all unusual recurrences and infractions;

36  
37 4.4.2.4.1.4. Coordinates with all offices and units on security matters;

38  
39 4.4.2.4.1.5. Establishes linkage with other agencies relative to security; and

40  
41 4.4.2.4.1.6. Performs such other functions as may be delegated by the ADS  
42 Director.

43  
44 **4.4.2.5. TECHNOLOGY SUPPORT SERVICES UNIT (TSSU)**

45  
46 The unit is directed by the Head for Technology Support Services.

47  
48 **4.4.2.5.1. Duties and Functions**

49  
50 4.4.2.5.1.1. Acts as the principal ICT administrator and ensures the  
51 maintenance of the College's systems, including: general  
52 computer support; software installations; license management;  
53 server set up and management; database administration;  
54 network, printers, audio/video conferencing and mobile phone  
55 support; deployment of equipment; management of inventories;  
56 disaster recovery; and periodic security vulnerability  
57 assessments;

58  
59 4.4.2.5.1.2. Manages the overall technology infrastructure of the College  
60 including planning, implementation, and management of the  
61 software applications and hardware infrastructure that support

operations, liaising as relevant with technology service providers;

- 4.4.2.5.1.3. Installs, configures, and maintains the College's Information and Communication Technology Infrastructure including computer hardware and software operating systems and applications;
- 4.4.2.5.1.4. Proposes design improvements of the College's ICT architecture and works with possible ICT partners in integrating requirements into the ICT strategic framework;
- 4.4.2.5.1.5. Supports and contributes to IT-related tasks or projects through the implementation of appropriate technologies and solutions;
- 4.4.2.5.1.6. Manages support services for the College's IT systems, platforms, and products; including management of IT support technician(s), communicating job expectations, and appraising performance as appropriate;
- 4.4.2.5.1.7. Provides user training on common business applications and use of systems;
- 4.4.2.5.1.8. Develops and updates IT processes and procedures, and ensure they are properly documented;
- 4.4.2.5.1.9. Plans and implements the approved procurement plans and processes for IT equipment and services; and
- 4.4.2.5.1.10. Performs such other functions as may be delegated by the ASD Director.

#### 4.4.2.6. CORPORATE ENTERPRISE MANAGEMENT UNIT (CEMU)

The Corporate Enterprise Management Unit is headed by a Business Administrator who will supervise and implement programs and policies related to income-generating spaces offered by the College.

##### 4.4.2.6.1. Duties and Functions

- 4.4.2.6.1.1. Keeps an inventory of all income-generating spaces, equipment, and other IGP provisions for external rental or commercialization services including their physical maintenance mechanism in coordination with the relevant offices and academic units;
- 4.4.2.6.1.2. Promotes commercial initiatives for the income-generating spaces;
- 4.4.2.6.1.3. Monitors the implementation of the different income-generating spaces and coordinates the submission of monthly financial reports per project;
- 4.4.2.6.1.4. Consolidates quarterly financial reports on services to be reviewed by the College Accountant or Auditor for Internal Control Services before its submission to relevant offices;
- 4.4.2.6.1.5. Initiates formulation/modification of policies and guidelines on provision of commercial spaces as income generating initiatives;

1                   4.4.2.6.1.6. Exercises general supervision, direction, monitoring and  
2                   evaluation, and coordination of the operations and activities of  
3                   the following administrative space units:

- 4  
5                   ■ College Housing Services;  
6                   ■ Science Building Commercial Spaces;  
7                   ■ College Dormitory Services;  
8                   ■ College Hostel Services  
9

10                  4.4.2.6.1.7. Performs such other functions as may be delegated by the ASD  
11                  Director.

12                  **4.4.3. OFFICE OF THE DIRECTOR FOR FINANCE SERVICES DIVISION (ODFSD)**

13                  The Director for Finance Services Division is in-charge of the College's fiscal and financial services  
14                  and requirements covering accounting, budgeting, and cashiering services. Primarily, the Finance  
15                  Services Division is tasked to effectively provide the critical support system for the aforementioned  
16                  operational and fiscal requirements. The FSD Director sits as regular member of the College  
17                  Management Team.

18                  **4.4.3.1. Term of Office**

- 19                  4.4.3.1.1. The Vice-President for Administration and Finance shall be assisted by a  
20                  Director for Finance Services Division who shall be appointed/designated by  
21                  the BOT upon the former's recommendation and endorsement of the College  
22                  President.  
23  
24                  4.4.3.1.2. The term of office of the Director for Finance Services Division shall be two  
25                  (2) years with eligibility for reappointment, subject to the recommendation of  
26                  the Vice-President for Administration and Finance, endorsement of the  
27                  College President, and approval of the BOT.  
28  
29                  4.4.3.1.3. The designation of the FSD Director shall be co-terminus with the tenure of  
30                  office of the Vice-President for Administration and Finance. This scheme  
31                  encourages rotational leadership and ensures institutional harmony and  
32                  stability.  
33  
34                  4.4.3.1.4. The FSD Director shall be entitled to emoluments and other remunerations  
35                  allowed by existing government accounting and auditing rules and  
36                  regulations.

37                  **4.4.3.2. Minimum Qualifications**

- 38                  4.4.3.2.1. A holder of masters or doctorate degree in accountancy, finance or any allied  
39                  disciplines from a reputable and recognized higher education institution;  
40  
41                  4.4.3.2.2. At least one (1) year of administrative experience in the development and  
42                  implementation of innovative organizational initiatives;  
43  
44                  4.4.3.2.3. Must hold a permanent appointment and must be a bonafide member of the  
45                  academic community with at least one (1) year residency;  
46  
47                  4.4.3.2.4. Demonstrated fiscal and financial administrative leadership and scholarly  
48                  service consistent with the academic values of the College; and  
49  
50                  4.4.3.2.5. Has leadership qualities and a strong record of commitment to advancing  
51                  diversity, inclusion, and equity and skill in working with diverse populations of  
52                  faculty, students, and staff.

53                  **4.4.3.3. Duties and Functions**

- 1                   4.4.3.3.1. Plans, supervises, coordinates, and evaluates performance of all finance  
2                   sections and units in the College;
- 3                   4.4.3.3.2. Recommends improvement and modification of existing policies and  
4                   procedures on financial and budgeting;
- 5                   4.4.3.3.3. Evaluates the financial aspects of the submitted proposals;
- 6                   4.4.3.3.4. Supervises the collection of income and proceeds from income generating  
7                   projects;
- 8                   4.4.3.3.5. Reviews disbursements of funds subject to COA rules and regulations;
- 9                   4.4.3.3.6. Initiates internal check and preliminary audit;
- 10                  4.4.3.3.7. Supervises the maintenance of financial records necessary for effective  
11                  control of the current operating budget;
- 12                  4.4.3.3.8. Exercises general supervision, direction, monitoring and evaluation, and  
13                  coordination of the operations and activities of the following administrative  
14                  units:
- 15                   ■ Accounting Services Unit (ASU);  
16                   ■ Budgeting Services Unit (BSU); and  
17                   ■ Cashiering Services Unit (CSU)
- 18                  4.4.3.3.9. Performs such other functions as may be delegated by the VP for  
19                  Administration and Finance.
- 20

21                  **4.4.4. UNITS UNDER THE OFFICE OF THE DIRECTOR FOR FINANCE SERVICES DIVISION**

22

23                  **4.4.4.1. ACCOUNTING SERVICES UNIT (ASU)**

24

25                  The Accounting Services Unit is headed by the College Accountant.

26

27                  **4.4.4.1.1. Duties and Functions**

28

29                  4.4.4.1.1.1. Implements accounting rules and regulations;

30

31                  4.4.4.1.1.2. Provides management with information on financial resources;

32

33                  4.4.4.1.1.3. Supervises the preparation of payrolls, vouchers, bank  
34                  reconciliations and analysis of accounts;

35

36                  4.4.4.1.1.4. Takes charge of keeping records of funds and property showing  
37                  receipts and disbursements and the status of government  
38                  appropriations, allotments, and savings;

39

40                  4.4.4.1.1.5. Accounts and evaluates the income, operations and activities of  
41                  the College;

42

43                  4.4.4.1.1.6. Implements measures for the proper control of receipts,  
44                  disposition and utilization of funds;

45

46                  4.4.4.1.1.7. Reviews journalizing and classification of accounts;

47

48                  4.4.4.1.1.8. Prepares and submits trial balances and other required financial  
49                  and accountability reports to management and other  
50                  government departments and agencies authorized to receive  
51                  such reports;

52

- 1                   4.4.4.1.1.9. Reviews prior years' claims and certify that these are carried in  
2                   the book of accounts payable;  
3  
4                   4.4.4.1.1.10. Coordinates with Commission on Audit regarding financial  
5                   transactions of the College; and  
6  
7                   4.4.4.1.1.11. Performs such other functions as may be delegated by the FSD  
8                   Director.  
9

10  
11                  **4.4.4.2. BUDGETING SERVICES UNIT (BSU)**  
12  
13

14                  The Budgeting Services Unit is headed by the College Budget Officer.  
15  
16                  **4.4.4.2.1. Duties and Functions**  
17  
18                  4.4.4.2.1.1. Plans and participates in the preparation and consolidation of  
19                  the budget of the College in coordination with relevant offices  
20                  and academic units;  
21  
22                  4.4.4.2.1.2. Monitors the distribution, allocation and utilization of funds;  
23  
24                  4.4.4.2.1.3. Coordinates with the Department of Budget and Management  
25                  and other agencies on the allocation and release of funds of the  
26                  College;  
27  
28                  4.4.4.2.1.4. Prepares and submits financial and accountability reports in  
29                  coordination with relevant offices and academic units and  
30                  partner agencies;  
31  
32                  4.4.4.2.1.5. Analyzes the trends of appropriations and expenditures; and  
33  
34                  4.4.4.2.1.6. Performs such other functions as may be delegated by the FSD  
35                  Director.  
36

37                  **4.4.4.3. CASHIERING SERVICES UNIT (CSU)**  
38  
39

40                  The Cashiering Services Unit is headed by the College Cashier.  
41  
42                  **4.4.4.3.1. Duties and Functions**  
43  
44                  4.4.4.3.1.1. Supervises and accounts for receipts, custody, and  
45                  disbursement of funds;  
46  
47                  4.4.4.3.1.2. Keeps financial records of cash transactions for accounting  
48                  purposes;  
49  
50                  4.4.4.3.1.3. Signs and issues cheques for payment of obligations;  
51  
52                  4.4.4.3.1.4. Supervises the payment of salaries, wages and other  
53                  disbursements;  
54  
55                  4.4.4.3.1.5. Ensures that all cash, cash items and accountable forms are in  
56                  safe custody;  
57  
58                  4.4.4.3.1.6. Keeps an up-to-date cashbook and records of all accountable  
59                  forms;

- 1                   4.4.4.3.1.7. Coordinates the preparation of report of collections, deposits  
2                   and accountable forms to government agencies and to other  
3                   offices;  
4  
5                   4.4.4.3.1.8. Deposits money to authorized depository banks;  
6  
7                   4.4.4.3.1.9. Handles matters on bonding of College accountable officers;  
8                   and  
9  
10                  4.4.4.3.1.10. Performs such other functions as may be delegated by the FSD  
11                  Director.

14                 **4.4.5. OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE MANAGEMENT DIVISION (ODHRMD)**

16                 The Director for Human Resource Management Division is in-charge of the development and  
17                 management of the human resource and its attached services in the College. The HRMD Director  
18                 sits a regular member of the College Management Team.

20                 **4.4.5.1. Term of Office**

- 22                 4.4.5.1.1. The Vice-President for Administration and Finance shall be assisted by a  
23                 Director for Human Resource Management Division who shall be  
24                 appointed/designated by the BOT upon the former's recommendation and  
25                 endorsement of the College President.  
26  
27                 4.4.5.1.2. The term of office of the Director for Human Resource Management Division  
28                 shall be two (2) years with eligibility for reappointment, subject to the  
29                 recommendation of the Vice-President for Administration and Finance,  
30                 endorsement of the College President, and approval of the BOT.  
31  
32                 4.4.5.1.3. The designation of the HRMD Director shall be co-terminus with the tenure of  
33                 office of the Vice-President for Administration and Finance. This scheme  
34                 encourages rotational leadership and ensures institutional harmony and  
35                 stability.  
36  
37                 4.4.5.1.4. The HRMD Director shall be entitled to emoluments and other remunerations  
38                 allowed by existing government accounting and auditing rules and  
39                 regulations.

41                 **4.4.5.2. Minimum Qualifications**

- 43                 4.4.5.2.1. A holder of masters or doctorate degree in human resource management,  
44                 human development or any allied disciplines from a reputable and recognized  
45                 higher education institution;  
46  
47                 4.4.5.2.2. At least one (1) year of administrative experience in the development and  
48                 implementation of innovative organizational initiatives;  
49  
50                 4.4.5.2.3. Must hold a permanent appointment and must be a bonafide member of the  
51                 academic community with at least one (1) year residency;  
52  
53                 4.4.5.2.4. Demonstrated administrative leadership and scholarly service consistent with  
54                 the academic values of the College; and  
55  
56                 4.4.5.2.5. Has leadership qualities and a strong record of commitment to advancing  
57                 diversity, inclusion, and equity and skill in working with diverse populations of  
58                 faculty, students, and staff.

60                 **4.4.5.3. Duties and Functions**

- 1                   4.4.5.3.1. Conducts a comprehensive and balanced human resource development  
2                   program designed to raise level of efficiency, effectiveness, and morale of  
3                   employees;
- 4                   4.4.5.3.2. Updates frequently the plantilla of personnel and profile;
- 5                   4.4.5.3.3. Ensures that all College employees complied with the submission of  
6                   documents pertaining to the Strategic Performance Management System;
- 7                   4.4.5.3.4. Serves as member and secretariat to the Personnel Selection Board of the  
8                   College;
- 9
- 10                  4.4.5.3.5. Initiates the establishment of linkages for staff development;
- 11
- 12                  4.4.5.3.6. Assesses HRD needs, proposes, and conduct HRD interventions;
- 13
- 14                  4.4.5.3.7. Supervises the preparation and safekeeping of pertinent documents, reports,  
15                   and other personnel actions;
- 16
- 17                  4.4.5.3.8. Reviews work performance of employees to conform with existing laws, rules,  
18                   and regulations and policies related to personnel matters;
- 19
- 20                  4.4.5.3.9. Coordinates with the Civil Service Commission and Department of Budget  
21                   and Management regarding employees' concerns;
- 22
- 23                  4.4.5.3.10. Exercises general supervision, direction, monitoring and evaluation, and  
24                   coordination of the operations and activities of the following administrative  
25                   units:
- 26                   ■ Personnel and Benefits Unit (PBU);  
27                   ■ Training and Development Unit (TDU); and  
28                   ■ Scholarship Unit (SU)
- 29
- 30                  4.4.5.3.11. Performs such other functions as may be delegated by the VP for  
31                   Administration and Finance.
- 32

#### 33                  4.4.6. UNITS UNDER THE OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE MGT DIVISION

##### 34                  4.4.6.1. PERSONNEL AND BENEFITS UNIT (PBU)

35                  A Personnel and Benefits Officer leads the unit.

##### 36                  4.4.6.1.1. Duties and Functions

- 37                   4.4.6.1.1.1. Prepares documents for personnel payroll and benefits in  
38                   coordination with relevant offices, and academic units;
- 39
- 40                   4.4.6.1.1.2. Serves as secretariat to the Personnel Selection Board of the  
41                   College;
- 42
- 43                   4.4.6.1.1.3. Assists the HRM Director in updating the plantilla of personnel  
44                   and profile;
- 45
- 46                   4.4.6.1.1.4. Assists the HRM Director in ensuring that all College employees  
47                   complied with the submission of documents pertaining to the  
48                   Strategic Performance Management System;
- 49
- 50                   4.4.6.1.1.5. Assists the HRM Director in the preparation and safekeeping of  
51                   pertinent documents, reports, and other personnel actions;
- 52

- 1                   4.4.6.1.1.6. Assists the HRM Director in reviewing work performance of  
2                   employees to conform with existing laws, rules, and regulations  
3                   and policies related to personnel matters; and  
4  
5                   4.4.6.1.1.7. Performs such other functions as may be delegated by the  
6                   HRMD Director.

14                  **4.4.6.2. TRAINING AND DEVELOPMENT UNIT (TDU)**

15                  A Training and Development Officer leads the unit.

16                  **4.4.6.2.1. Duties and Functions**

- 21                  4.4.6.2.1.1. Assists the HRM Director in conducting a comprehensive and  
22                  balanced human resource development program designed to  
23                  raise level of efficiency, effectiveness, and morale of  
24                  employees;  
25  
26                  4.4.6.2.1.2. Assists the HRM Director in assessing HRD needs, proposes,  
27                  and conduct HRD interventions;  
28  
29                  4.4.6.2.1.3. Assists the HRM Director in reviewing work performance of  
30                  employees to conform with existing laws, rules, and regulations  
31                  and policies related to personnel matters; and  
32                  4.4.6.2.1.4. Performs such other functions as may be delegated by the  
33                  HRMD Director.

35                  **4.4.6.3. SCHOLARSHIP UNIT (SU)**

36                  The unit is headed by the Chairperson of the Scholarship Committee who is duly  
37                  appointed/designated by the College President.

40                  **4.4.6.3.1. Duties and Functions**

- 42                  4.4.6.3.1.1. Evaluates and endorses faculty and staff applications for  
43                  internal and external scholarship and grant opportunities in  
44                  coordination with relevant offices and academic units and  
45                  partner scholarship providers;  
46  
47                  4.4.6.3.1.2. Assists the HRMD Director in formulating internal procedures,  
48                  process, and guidelines related to scholarships, fellowships,  
49                  and grants; and  
50  
51                  4.4.6.3.1.3. Performs such other functions as may be delegated by the  
52                  College President and in coordination with HRMD Director.

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## 15. OFFICE OF THE VICE-PRESIDENT FOR RESEARCH, EXTENSION, AND PRODUCTION (OVPREP)

16  
17 The Vice-President for Research, Extension, and Production, as the head of the OVPREP, is directly responsible  
18 to the College President for the management, direction, control, and coordination of all administrative and financial  
19 activities related to research, development, extension, production, and innovation endeavors of the College. The  
20 OVPREP provides leadership and direction for research, extension, and production services. The OVPREP sits  
21 as a regular member of the College Management Team.

### 22 5.1. Term of Office

- 23 5.1.1. For the research, extension, and production services, the College President shall be assisted by a  
24 Vice-President for Research, Extension, and Production who shall be appointed/designated by the  
25 BOT upon the former's recommendation.
- 26 5.1.2. The term of office of the Vice-President for Research, Extension, and Production shall be two (2)  
27 years with eligibility for reappointment, subject to the recommendation of the College President and  
28 approval of the BOT.
- 29 5.1.3. The designation of the VPREP shall be co-terminus with the tenure of office of the College President.  
30 This scheme encourages rotational leadership and ensures institutional harmony and stability.
- 31 5.1.4. The VPREP shall be entitled to receive the salary and other benefits enjoyed by the position, subject  
32 to existing government accounting and auditing rules and regulations.

### 33 5.2. Minimum Qualifications

- 34 5.2.1. A holder of doctorate degree from a reputable and recognized higher education institution;
- 35 5.2.2. At least 1-3 years of administrative experience in the development and implementation of innovative  
36 organizational initiatives related to research, extension, and production endeavors, preferably with  
37 experience as Dean, Director for Research, Director for Extension or Director for Production;
- 38 5.2.3. Must hold a permanent appointment and must be a bonafide member of the academic community  
39 with at least one (1) year residency;
- 40 5.2.4. Demonstrated excellence in research, extension, and production initiatives and scholarly service  
41 consistent with the academic values of the College; and
- 42 5.2.5. Has leadership qualities and a strong record of commitment to advancing diversity, inclusion, and  
43 equity and skill in working with diverse populations of faculty, students, and staff.

### 44 5.3. Duties and Functions

- 45 5.3.1. Serves as the Vice-Chairperson of the College Research, Extension, and Production Council in  
46 formulating viable guidelines affecting the planning, implementation, and evaluation of REP activities;
- 47 5.3.2. Plans and implements approved plans on research, extension, and production in coordination with  
48 relevant offices and academic units;

- 5.3.3. Implements College policies, thrusts, programs, and activities on research and development, extension, and production;
  - 5.3.4. Identifies resources for the promotion of research, development, extension and production;
  - 5.3.5. Supervises and coordinates the preparation of research journals, newsletters, and other required reports;
  - 5.3.6. Supervises and initiates plans for the establishment of Research Centers of the College in close coordination with the Director for Research and Development;
  - 5.3.7. Initiates and establishes linkages with government and non-government agencies on research and extension projects and programs;
  - 5.3.8. Reviews and recommends for consideration research projects which may be funded internally by the College or externally by partner agencies and institutions;
  - 5.3.9. Exercises general supervision, direction, monitoring and evaluation, and coordination of the operations and activities of the following administrative units:
    - Research and Development Division (RDD);
    - Extension Division (ED); and
    - Production Division (PD)
  - 5.3.10. Exercises other powers and perform such other functions as may be delegated by the College President and approval of the BOT.

#### **5.4. DIVISIONS UNDER THE OFFICE OF THE VP FOR RESEARCH, EXTENSION, AND PRODUCTION**

The following offices are directly supervised by the Office of the Vice-President for Research, Extension, and Production:

- Research and Development Division (RDD);
  - Extension Division (ED); and
  - Production Division (PD)

#### **5.4.1. OFFICE OF THE DIRECTOR FOR RESEARCH AND DEVELOPMENT DIVISION (ODRDD)**

The Director for Research and Development Division is directly supervised by the Vice-President for Research, Extension, and Production. He/she is in-charge of the matters, affairs, and services related to research and development endeavors of the College. The RDD Director sits as regular member of the College Management Team.

#### **5.4.1.1. Term of Office**

- 5.4.1.1.1. For the research and development affairs and services, the Vice-President for Research, Extension, and Production shall be assisted by a Director for Research and Development Division who shall be appointed/designated by the BOT upon the former's recommendation and endorsement of the College President.
  - 5.4.1.1.2. The term of office of the Director for Research and Development Division shall be two (2) years with eligibility for reappointment, subject to the recommendation of the VPREP, endorsement of the College President, and approval of the BOT.
  - 5.4.1.1.3. The designation of the RDD Director shall be co-terminus with the tenure of office of the VPREP. This scheme encourages rotational leadership and ensures institutional harmony and stability.

1                   5.4.1.1.4. The RDD Director shall be entitled to emoluments and other remunerations  
2                   3                   4                   allowed by existing government accounting and auditing rules and  
3                   4                   regulations.

5                   **5.4.1.2. Minimum Qualifications**

- 6                   5.4.1.2.1. A holder of masters or doctorate degree from a reputable and recognized  
7                   8                   higher education institution;
- 8                   5.4.1.2.2. At least one year of administrative experience in the development and  
9                   10                   11                   implementation of innovative REP organizational initiatives, preferably with  
12                   13                   experience as a Research Coordinator, Extension Coordinator, Production  
13                   14                   Coordinator or Institute REP Head.
- 14                   5.4.1.2.3. Must hold a permanent appointment and must be a bonafide member of the  
15                   16                   17                   academic community with at least one (1) year residency;
- 16                   5.4.1.2.4. Demonstrated excellence in research, extension, production and initiatives  
17                   18                   19                   and scholarly service consistent with the academic values of the College; and
- 18                   5.4.1.2.5. Has leadership qualities and a strong record of commitment to advancing  
19                   20                   21                   diversity, inclusion, and equity and skill in working with diverse populations of  
20                   21                   22                   faculty, students, and staff.

21                   **5.4.1.3. Duties and Functions**

- 22                   5.4.1.3.1. Plans, coordinates, and reviews research programs and disseminate  
23                   24                   25                   research outputs of the College;
- 24                   5.4.1.3.2. Evaluates faculty and staff research proposals and recommends funding  
25                   26                   27                   thereof by the College or other agencies;
- 26                   5.4.1.3.3. Administers the implementation of skills and adaptation of technologies to  
27                   28                   29                   clientele, stakeholders, and program/project beneficiaries;
- 28                   5.4.1.3.4. Establishes linkages with other public and private, domestic and international  
29                   30                   31                   research agencies and organizations;
- 30                   5.4.1.3.5. Recommends outstanding researchers of the College for recognition by other  
31                   32                   33                   organizations or agencies;
- 32                   5.4.1.3.6. Conducts periodic evaluation of research programs of the College and makes  
33                   34                   35                   appropriate recommendations;
- 34                   5.4.1.3.7. Coordinates with the Institute REP Heads for the implementation of the  
35                   36                   37                   research and development initiatives of the College;
- 36                   5.4.1.3.8. Exercises general supervision, direction, monitoring and evaluation, and  
37                   38                   39                   coordination of the operations and activities of the following administrative  
38                   39                   40                   units:
- 39                   ■ Applied Communication and Publication Unit (ACPU); and  
40                   ■ Research Ethics Unit (REU)
- 41                   5.4.1.3.9. Performs such other functions as may be delegated by the VPREP.

42                   **5.4.2. UNITS UNDER THE DIRECTOR FOR RESEARCH AND DEVELOPMENT DIVISION**

43                   **5.4.2.1. APPLIED COMMUNICATION AND PUBLICATION UNIT (ACPU)**

1                   The unit is headed by a Coordinator for Applied Communication and Publication.  
2  
3

4                   **5.4.2.1.1. Duties and Functions**

- 5                   5.4.2.1.1.1. Coordinates and publicizes research journals, newsletters,  
6                   pamphlets, REP activities, and other research and development  
7                   breakthroughs to obtain feedback;  
8  
9                   5.4.2.1.1.2. Serves as the editor of the College Research Journal and edits  
10                  research reports and other related documents;  
11  
12                  5.4.2.1.1.3. Assists the RDD Director in formulating procedures and  
13                  guidelines in the institutional research journal;  
14  
15  
16  
17                  5.4.2.1.1.4. Conducts trainings, seminars, and workshops related to applied  
18                  communication and writing publishable research outputs;  
19  
20                  5.4.2.1.1.5. Establishes linkages with SUCs and other research institutions  
21                  and agencies both national and international, particularly in the  
22                  mutual exchange of information, and with local news network for  
23                  mutual assistance in terms of exchange of information, ideas,  
24                  and expertise; and  
25  
26                  5.4.2.1.1.6. Performs such other functions as may be delegated by the RDD  
27                  Director.

28                  **5.4.2.2. RESEARCH ETHICS UNIT (REU)**  
29  
30

31                  The unit is headed by a Coordinator for Research Ethics.  
32  
33

34                  **5.4.2.2.1. Duties and Functions**

- 35                  5.4.2.2.1.1. Coordinates and disseminates policies and processes on  
36                  research ethics in all the academic and research units of the  
37                  College;  
38  
39                  5.4.2.2.1.2. Formulates the policies and guidelines for the research ethics of  
40                  the College;  
41  
42                  5.4.2.2.1.3. Coordinates with appropriate government and non-government  
43                  agencies and institutions in affairs related to research ethics;  
44  
45                  5.4.2.2.1.4. Ensures and maintains that the Research Ethics Committee of  
46                  the College is accredited by appropriate accrediting agencies or  
47                  institutions;  
48  
49                  5.4.2.2.1.5. Conducts trainings, seminars, and workshops related to  
50                  research ethics; and  
51  
52                  5.4.2.2.1.6. Performs such other functions as may be delegated by the RDD  
53                  Director.

54                  **5.4.3. OFFICE OF THE DIRECTOR FOR EXTENSION DIVISION (ODED)**  
55  
56

57                  The Director for Extension Division is directly supervised by the Vice-President for Research,  
58                  Extension, and Production. He/she is in-charge of the matters, affairs, and services related to  
59                  extension endeavors of the College. The ED Director sits as regular member of the College  
60                  Management Team.  
61  
62

63                  **5.4.3.1. Term of Office**

- 1                   5.4.3.1.1. For the extension affairs and services, the Vice-President for Research,  
 2                   Extension, and Production shall be assisted by a Director for Extension  
 3                   Division who shall be appointed/designated by the BOT upon the former's  
 4                   recommendation and endorsement of the College President.  
 5  
 6                   5.4.3.1.2. The term of office of the Director for Extension Division shall be two (2) years  
 7                   with eligibility for reappointment, subject to the recommendation of the  
 8                   VPREP, endorsement of the College President, and approval of the BOT.  
 9  
 10                  5.4.3.1.3. The designation of the ED Director shall be co-terminus with the tenure of  
 11                  office of the VPREP. This scheme encourages rotational leadership and  
 12                  ensures institutional harmony and stability.  
 13  
 14  
 15  
 16  
 17                  5.4.3.1.4. The ED Director shall be entitled to emoluments and other remunerations  
 18                  allowed by existing government accounting and auditing rules and  
 19                  regulations.

21                  **5.4.3.2. Minimum Qualifications**

- 22                  5.4.3.2.1. A holder of masters or doctorate degree from a reputable and recognized  
 23                  higher education institution;  
 24  
 25                  5.4.3.2.2. At least one year of administrative experience in the development and  
 26                  implementation of innovative REP organizational initiatives, preferably with  
 27                  experience as a Research Coordinator, Extension Coordinator, Production  
 28                  Coordinator or Institute REP Head.  
 29  
 30                  5.4.3.2.3. Must hold a permanent appointment and must be a bonafide member of the  
 31                  academic community with at least one (1) year residency;  
 32  
 33                  5.4.3.2.4. Demonstrated excellence in research, extension, and production initiatives  
 34                  and scholarly service consistent with the academic values of the College; and  
 35  
 36                  5.4.3.2.5. Has leadership qualities and a strong record of commitment to advancing  
 37                  diversity, inclusion, and equity and skill in working with diverse populations of  
 38                  faculty, students, and staff.

41                  **5.4.3.3. Duties and Functions**

- 42                  5.4.3.3.1. Makes periodic appraisal of extension concerns affecting communities,  
 43                  particularly those in the service area of the College;  
 44  
 45                  5.4.3.3.2. Develops extension plans, programs, and new approaches that will improve  
 46                  the efficiency, productivity, income, and well-being of the people in the service  
 47                  area;  
 48  
 49                  5.4.3.3.3. Maintains operative linkage with government and private institutions or  
 50                  organizations that carry on extension-type activities;  
 51  
 52                  5.4.3.3.4. Coordinates and recommends budget for long or short extension activities of  
 53                  the various units of the College;  
 54  
 55                  5.4.3.3.5. Prepares, submits, and disseminates information and periodic and other  
 56                  necessary reports to the College President and other partner institutions and  
 57                  agencies;  
 58  
 59                  5.4.3.3.6. Coordinates with the Institute REP Heads for the implementation of the  
 60                  extension initiatives of the College;

- 1           5.4.3.3.7. Exercises general supervision, direction, monitoring and evaluation, and  
2           coordination of the operations and activities of the following administrative  
3           units:  
4
  - 5           ▪ Community Affairs Unit (CAU); and
  - 6           ▪ Intellectual Property and Knowledge and Technology Transfer Unit  
7           (IPKTTU)

- 8           5.4.3.3.8. Performs such other functions as may be delegated by the VPREP.

10           5.4.4. UNIT UNDER THE OFFICE OF THE DIRECTOR FOR EXTENSION DIVISION

11           5.4.4.1. COMMUNITY AFFAIRS UNIT (CAU)

12           The unit is headed by a Coordinator for Community Affairs.

13           5.4.4.1.1. Duties and Functions

- 14           5.4.4.1.1.1. Establishes linkages and partnerships with community by  
15           providing different types of extension programs that pertain to  
16           community development, protection and preservation  
17           programs, gender and development programs, health and  
18           wellness programs, literacy programs, livelihood programs, and  
19           technology generation programs;
- 20           5.4.4.1.1.2. Assists the ED Director in producing periodic appraisal of  
21           extension concerns affecting communities, particularly those in  
22           the service area of the College;
- 23           5.4.4.1.1.3. Assists the ED Director in developing extension plans,  
24           programs, and new approaches that will improve the efficiency,  
25           productivity, income, and well-being of the people in the service  
26           area;
- 27           5.4.4.1.1.4. Assists the ED Director in maintaining operative linkage with  
28           government and private institutions or organizations that carry  
29           on extension-type activities;
- 30           5.4.4.1.1.5. Assists the ED Director in coordinating and recommending  
31           budget for long or short extension activities of the various units  
32           of the College;
- 33           5.4.4.1.1.6. Assists the ED Director in preparing, submitting, and  
34           disseminating information and periodic and other necessary  
35           reports to relevant offices and academic units and partner  
36           agencies or institutions; and
- 37           5.4.4.1.1.7. Performs such other functions as may be delegated by the ED  
38           Director.

39           5.4.4.2. INTELLECTUAL PROPERTY AND KNOWLEDGE AND TECHNOLOGY TRANSFER  
40           UNIT (IPKTTU)

41           The unit is headed by a Coordinator for Intellectual Property and Knowledge and  
42           Technology Transfer.

1                   **5.4.4.2.1. Duties and Functions**

- 2  
3                   5.4.4.2.1.1. Acts as the main point of contact for external and internal  
4                   stakeholders in relation to patenting and other intellectual  
5                   property decisions, licensing agreements, and partnerships  
6                   activities;
- 7  
8                   5.4.4.2.1.2. Assists the ED Director in implementing initiatives for intellectual  
9                   property rights, patenting, and knowledge and technology  
10                  transfer;
- 11  
12                  5.4.4.2.1.3. Assists the ED Director evaluating and endorsing applications  
13                  for intellectual property rights and patenting of research outputs,  
14                  inventions, and technologies generated by the College;
- 15  
16  
17                  5.4.4.2.1.4. Assists the ED Director in providing advice to stakeholders on  
18                  processes, manages timelines, and ensures that deadlines for  
19                  patent and licensing decision points are met;
- 20  
21                  5.4.4.2.1.5. Assists the ED Director in conducting day-to-day management  
22                  of data and process relating to key research, development, and  
23                  innovation assets in either portfolio of patents and licenses, or  
24                  portfolio of collaborative relationships;
- 25  
26                  5.4.4.2.1.6. Assists the ED Director in monitoring a patent portfolio, licensing  
27                  portfolio, and partnerships portfolio and coordinates internal and  
28                  external stakeholders to ensure smooth and timely processes  
29                  around decisions and actions;
- 30  
31                  5.4.4.2.1.7. Assists the ED Director in maintaining a central database for  
32                  collaborations, patents and commercial agreements in  
33                  research, development, and innovation;
- 34  
35                  5.4.4.2.1.8. Assists the ED Director in ensuring timely and accurate  
36                  processing and archiving of legal agreements and related key  
37                  data points, timelines and decision points; and
- 38  
39                  5.4.4.2.1.9. Performs such other functions as may be delegated by ED  
40                  Director.

41                  **5.4.5. OFFICE OF THE DIRECTOR FOR PRODUCTION DIVISION (ODPD)**

42  
43  
44                  The Director for Production Division is directly supervised by the Vice-President for Research,  
45                  Extension, and Production. He/she is in-charge of the matters, affairs, and services related to  
46                  production endeavors of the College. The PD Director sits as regular member of the College  
47                  Management Team.

48  
49                  **5.4.5.1. Term of Office**

- 50  
51                  5.4.5.1.1. For production affairs and services, the Vice-President for Research,  
52                  Extension, and Production shall be assisted by a Director for Production  
53                  Division who shall be appointed/designated by the BOT upon the former's  
54                  recommendation and endorsement of the College President.
- 55  
56                  5.4.5.1.2. The term of office of the Production Division shall be two (2) years with  
57                  eligibility for reappointment, subject to the recommendation of the VPREP,  
58                  endorsement of the College President, and approval of the BOT.
- 59  
60                  5.4.5.1.3. The designation of the PD Director shall be co-terminus with the tenure of  
61                  office of the VPREP. This scheme encourages rotational leadership and  
62                  ensures institutional harmony and stability.

1                   5.4.5.1.4. The PD Director shall be entitled to emoluments and other remunerations  
 2                   allowed by existing government accounting and auditing rules and  
 3                   regulations.

4                   **5.4.5.2. Minimum Qualifications**

- 5                   5.4.5.2.1. A holder of masters or doctorate degree from a reputable and recognized  
 6                   higher education institution;
- 7                   5.4.5.2.2. At least one year of administrative experience in the development and  
 8                   implementation of innovative REP organizational initiatives, preferably with  
 9                   experience as a Research Coordinator, Extension Coordinator, Production  
 10                  Coordinator or Institute REP Head;
- 11                  5.4.5.2.3. Must hold a permanent appointment and must be a bonafide member of the  
 12                  academic community with at least one (1) year residency;
- 13                  5.4.5.2.4. Demonstrated excellence in research, extension, and production initiatives  
 14                  and scholarly service consistent with the academic values of the College; and
- 15                  5.4.5.2.5. Has leadership qualities and a strong record of commitment to advancing  
 16                  diversity, inclusion, and equity and skill in working with diverse populations of  
 17                  faculty, students, and staff.

18                  **5.4.5.3. Duties and Functions**

- 19                  5.4.5.3.1. Organizes production units which shall be composed of appropriate set of  
 20                  officers designated by the VPREP;
- 21                  5.4.5.3.2. Supervises and monitors production units that undertake incoming-producing  
 22                  projects and sees to it that the earnings derived therefrom shall form part of  
 23                  the revolving fund of the College, likewise the observance of proper  
 24                  procedures involving financial transactions;
- 25                  5.4.5.3.3. Ensures that the production projects shall also serve as laboratory and  
 26                  demonstration area for instruction, research, and extension programs;
- 27                  5.4.5.3.4. Proposes incentive schemes, based on the net income, to encourage  
 28                  personnel involved in optimizing the production activity income;
- 29                  5.4.5.3.5. Coordinates with the Institute REP Heads for the implementation of the  
 30                  production initiatives of the College;
- 31                  5.4.5.3.6. Implements initiatives for intellectual property rights, patenting, and  
 32                  knowledge and technology transfer;
- 33                  5.4.5.3.7. Evaluates and endorses applications for intellectual property rights and  
 34                  patenting of research outputs, inventions, and technologies generated by the  
 35                  College;
- 36                  5.4.5.3.8. Provides advice to stakeholders on processes, manages timelines, and  
 37                  ensures that deadlines for patent and licensing decision points are met;
- 38                  5.4.5.3.9. Conducts day-to-day management of data and process relating to key  
 39                  production assets in either portfolio of patents and licenses, or portfolio of  
 40                  collaborative relationships;
- 41                  5.4.5.3.10. Monitors a patent portfolio, licensing portfolio, and partnerships portfolio and  
 42                  coordinates internal and external stakeholders to ensure smooth and timely  
 43                  processes around decisions and actions;

1                   5.4.5.3.11. Maintains a central database for collaborations, patents and commercial  
2                   agreements in production;

3  
4                   5.4.5.3.12. Ensures timely and accurate processing and archiving of legal agreements  
5                   and related key data points, timelines and decision points;

6  
7                   5.4.5.3.13. Contributes to the innovation of processes and tools that enable production  
8                   endeavors to capture and monitor its performance and impact;

9  
10                  5.4.5.3.14. Exercises general supervision, direction, monitoring and evaluation, and  
11                  coordination of the operations and activities of the following administrative  
12                  unit:

- 13  
14                  ▪ Production Unit (PU);  
15

16                  5.4.5.3.15. Performs such other functions as may be delegated by VPREP.

17                  **5.4.6. UNITS UNDER THE OFFICE OF THE DIRECTOR FOR PRODUCTION DIVISION**

18  
19                  **5.4.6.1. PRODUCTION UNIT (PU)**

20                  The unit is headed by a Coordinator for Production.

21  
22                  **5.4.6.1.1. Duties and Functions**

23  
24                  5.4.6.1.1.1. Assists the PD Director in organizing production units which  
25                  shall be composed of appropriate set of officers designated by  
26                  the VPREP;

27  
28                  5.4.6.1.1.2. Assists the PD Director in supervising and monitoring  
29                  production units that undertake incoming-producing projects  
30                  and sees to it that the earnings derived therefrom shall form part  
31                  of the revolving fund of the College, likewise the observance of  
32                  proper procedures involving financial transactions;

33  
34                  5.4.6.1.1.3. Assists the PD Director in ensuring that the production projects  
35                  shall also serve as laboratory and demonstration area for  
36                  instruction, research, and extension programs;

37  
38                  5.4.6.1.1.4. Assists the PD Director in proposing incentive schemes, based  
39                  on the net income, to encourage personnel involved in  
40                  optimizing the production activity income; and

41  
42                  5.4.6.1.1.5. Performs such other functions as may be delegated by PD  
43                  Director.

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## 6. OFFICE OF THE DIRECTOR FOR PLANNING AND RESOURCE MANAGEMENT (ODPRM)

The Director for Planning and Resource Management is directly supervised by the College President and is mandated to supervise, undertake, monitor, and evaluate all planning and resource management endeavors of the College. The PRM Director sits as a regular member of the College Management Team.

### 6.1. Term of Office

- 6.1.1. For the institutional planning and resource management affairs and services, the College President shall be assisted by a Director for Planning and Resource Management who shall be appointed/designated by the BOT upon the former's recommendation.
- 6.1.2. The term of office of the Director for Planning and Resource Management shall be two (2) years with eligibility for reappointment, subject to the recommendation of the College President and approval of the BOT.
- 6.1.3. The designation of the PRM Director shall be co-terminus with the tenure of office of the College President. This scheme encourages rotational leadership and ensures institutional harmony and stability.
- 6.1.4. The PRM Director shall be entitled to emoluments and other remunerations allowed by existing government accounting and auditing rules and regulations.

### 6.2. Minimum Qualifications

- 6.2.1. A holder of masters or doctorate degree in educational planning, development planning or any allied discipline from a reputable and recognized higher education institution;
- 6.2.2. At least one year of administrative experience in the development and implementation of innovative organizational initiatives, preferably with experience in project planning, monitoring, and evaluation;
- 6.2.3. Must hold a permanent appointment and must be a bonafide member of the academic community with at least one (1) year residency;
- 6.2.4. Demonstrated administrative leadership and scholarly service consistent with the academic values of the College; and
- 6.2.5. Has leadership qualities and a strong record of commitment to advancing diversity, inclusion, and equity and skill in working with diverse populations of faculty, students, and staff.

### 6.3. Duties and Functions

- 6.3.1. Coordinates with all offices, institutes, and units for the formulation of a College-wide development plan and submits monitoring and evaluation reports;

- 6.3.2. Reviews existing and potential institution resources, regulatory impacts, financial analyses and statistical indicators to assess the competitive position of the College in driving strategic development and analyzes their financial and operational impact;
  - 6.3.3. Leads in the development and implementation of a master plan for College's infrastructure and facilities and ensures that the College applies sound and responsive business practices while adhering to regulations, policies, procedures and industry standards;
  - 6.3.4. Advises the College President on planning and development of the physical components of the College;
  - 6.3.5. Reviews contracts entered into by the College with contractors of buildings and ground improvements projects in coordination with the College Engineer;
  - 6.3.6. Establishes linkages with government agencies which have something to do with campus land use and infrastructure development activities;
  - 6.3.7. Generates a total development plan and resource management strategy for the College in coordination with the relevant offices and academic units;
  - 6.3.8. Provides support to the units/offices regarding the implementation of the office and institute development plans and resource management initiatives;
  - 6.3.9. Conducts specific studies on institutional management to strengthen resource management capabilities;
  - 6.3.10. Exercises general supervision, direction, monitoring and evaluation, and coordination of the operations and activities of the following divisions:
    - Planning Management Division (PMD); and
    - Resource Management Division (RMD)
  - 6.3.11. Exercises other powers and perform such other functions as may be delegated by the College President and approval of the BOT.

#### **6.4. DIVISIONS UNDER THE OFFICE OF THE DIRECTOR FOR PLANNING AND RESOURCE MANAGEMENT**

The following offices are under the direct supervision of the Director for Planning and Resource Management:

#### **6.4.1. OFFICE OF THE HEAD FOR PLANNING MANAGEMENT DIVISION (OHPMD)**

#### **6.4.1.1. Duties and Functions**

- 6.4.1.1.1. Assists the PRM Director in identifying major thrusts and in formulating the institutional development plans and programs;
  - 6.4.1.1.2. Coordinates with offices and academic units in the conduct of feasibility studies on institution-building and submits to the PRM Director for comments and recommendations on specific institutional projects and programs before they are submitted to the Office of the College President;
  - 6.4.1.1.3. Reviews project reports and recommends ways and means of improving project implementation relative to the school's objectives;
  - 6.4.1.1.4. Coordinates the implementation and monitoring of College plans, programs, and projects and recommends ways and means to enhance effectiveness and efficiency;
  - 6.4.1.1.5. Coordinates with the different units of the College in the collection and maintenance of data relating to instruction, research, extension, and administration including academic programs, students, faculty and staff, facilities and equipment, and other school-related activities;

- 1                   6.4.1.1.6. Coordinates and assists the College and Board Secretary in the preparation  
2                   of reports for BOT meetings;  
3  
4                   6.4.1.1.7. Prepares reports such as quarterly and annual reports, including those  
5                   needed by other agencies;  
6  
7                   6.4.1.1.8. Exercises general supervision, direction, monitoring and evaluation, and  
8                   coordination of the operations and activities of the following administrative  
9                   units:  
10                  ■ Project Monitoring and Evaluation Unit (PMEU);  
11                  ■ Engineering and Infrastructure Unit (EIU);  
12                  ■ PBB and SUC Leveling Management Unit (PSLMU); and  
13                  ■ Management Information Systems Unit (MISU)

14                 6.4.1.1.9. Performs other functions as may be delegated by the PRM Director.

15                 **6.4.2. UNITS UNDER THE OFFICE OF THE HEAD FOR PLANNING MANAGEMENT DIVISION**

16                 **6.4.2.1. PROJECT MONITORING AND EVALUATION UNIT (PMEU)**

17                 A Project Monitoring and Evaluation Coordinator heads the unit.

18                 **6.4.2.1.1. Duties and Functions**

- 19                 6.4.2.1.1.1. Assists the PMD Head in coordinating with offices and academic  
20                 units in the conduct of feasibility studies on institution-building  
21                 and submits to the PMD Head for comments and  
22                 recommendations on specific institutional projects and  
23                 programs before they are submitted the PRM Director;
- 24                 6.4.2.1.1.2. Assists the PMD Head in reviewing project reports and  
25                 recommends ways and means of improving project  
26                 implementation relative to the school's objectives;
- 27                 6.4.2.1.1.3. Assists the PMD Head in coordinating the implementation and  
28                 monitoring of College plans, programs, and projects and  
29                 recommends ways and means to enhance effectiveness and  
30                 efficiency;
- 31                 6.4.2.1.1.4. Assists the PMD Head in coordinating with the different units of  
32                 the College in the collection and maintenance of data relating to  
33                 instruction, research, extension, and administration including  
34                 academic programs, students, faculty and staff, facilities and  
35                 equipment, and other school-related activities; and
- 36                 6.4.2.1.1.5. Performs other functions as may be delegated by the PMD  
37                 Head.

38                 **6.4.2.2. ENGINEERING AND INFRASTRUCTURE UNIT (EIU)**

39                 The Engineering and Instructure Unit is headed by the College Engineer.

40                 **6.4.2.2.1. Duties and Functions**

- 41                 6.4.2.2.1.1. Advises the PMD Head on planning and development of the  
42                 physical components of the College;
- 43                 6.4.2.2.1.2. Reviews contracts entered into by the College with contractors  
44                 of buildings and ground improvements projects;

- 1                   6.4.2.2.1.3. Oversees all infrastructure projects of the College, evaluates  
2                   accomplishments and recommends actions to the PRM Director  
3                   thru the PMD Head;
- 4
- 5                   6.4.2.2.1.4. Prepares blue-prints for construction projects and reviews those  
6                   which are contracted with private parties;
- 7
- 8                   6.4.2.2.1.5. Establishes linkages with government agencies which have  
9                   something to do with construction and physical development  
10                  activities; and
- 11
- 12                  6.4.2.2.1.6. Performs other functions as may be delegated by the PMD  
13                  Head.
- 14
- 15
- 16
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19                  **6.4.2.3. PBB AND SUC LEVELING MANAGEMENT UNIT (PSLMU)**

20

21                  A PBB and SUC Leveling Management Coordinator heads the unit.

22

23                  **6.4.2.3.1. Duties and Functions**

24

- 25                  6.4.2.3.1.1. Manages endeavors for PBB target setting and cascading,  
26                  monitoring, reporting, and recording;
- 27
- 28                  6.4.2.3.1.2. Defines institutional strategies in achieving the indicators for  
29                  SUC Leveling which includes monitoring and evaluation of  
30                  endeavors;
- 31
- 32                  6.4.2.3.1.3. Coordinates with relevant offices, academic units, and partner  
33                  agencies in matters related to PBB and SUC Leveling;
- 34
- 35                  6.4.2.3.1.4. Updates the PMD Head in the affairs related to achievement of  
36                  PBB and SUC Leveling targets;
- 37
- 38                  6.4.2.3.1.5. Prepares, reviews, and disseminates reports and other related  
39                  documents for PBB and SUC Leveling to relevant offices,  
40                  academic units, and partner agencies;
- 41
- 42                  6.4.2.3.1.6. Conducts conferences and meetings to ensure that all  
43                  institutional initiatives for PBB compliance and SUC Leveling  
44                  achievement are realized and implemented; and
- 45
- 46                  6.4.2.3.1.7. Performs other functions as may be delegated by the PMD  
47                  Head.
- 48

49                  **6.4.2.4. MANAGEMENT INFORMATION SYSTEM UNIT (MISU)**

50

51                  A Management Information System Coordinator heads the unit.

52

53                  **6.4.2.4.1. Duties and Functions**

54

- 55                  6.4.2.4.1.1. Establishes and ensures the automation of business processes  
56                  and operations and database development in the College;
- 57
- 58                  6.4.2.4.1.2. Manages the website of the College in coordination with OPIO  
59                  and other relevant offices and academic units;
- 60
- 61                  6.4.2.4.1.3. Manages, maintains, and secures all information resources of  
62                  the College;

- 1                   6.4.2.4.1.4. Initiates publication of quarterly development initiatives and  
2                   achievements of the College under the Office of the College  
3                   President;  
4  
5                   6.4.2.4.1.5. Creates and provides technical assistance in the production of  
6                   bulletins, posters, etc. the public/community information about  
7                   the College's vision, mission, goals and objectives, enrolment,  
8                   student handbook, academic manual, administrative manual,  
9                   faculty manual, research, extension, production manual and  
10                  other relevant information or reports;  
11  
12                  6.4.2.4.1.6. Coordinates with the relevant offices and academic units in the  
13                  implementation of policies related to MIS;  
14  
15  
16  
17  
18                  6.4.2.4.1.7. Serves as the head of the publication affairs in the Office of the  
19                  Director for Planning and Resource Management;  
20  
21                  6.4.2.4.1.8. Coordinates, supervises, monitors and evaluates all information  
22                  dissemination activities of the different campuses in  
23                  coordination with the relevant offices and academic units; and  
24  
25                  6.4.2.4.1.9. Performs other functions as may be delegated by the PMD  
26                  Head.  
27

28                 **6.4.3. OFFICE OF THE HEAD FOR RESOURCE MANAGEMENT DIVISION (OHRMD)**  
29

30                 **6.4.3.1. Duties and Functions**

- 31                 6.4.3.1.1. Supervises all resource management activities such austerity measures and  
32                 procedures implemented by the College;  
33  
34                 6.4.3.1.2. Develops policies and guidelines for resource management in coordination  
35                 with relevant committees, offices, and academic units;  
36  
37                 6.4.3.1.3. Coordinates, and evaluates performances of the Corporate Enterprise  
38                 Management Unit;  
39  
40                 6.4.3.1.4. Recommends improvements and modifications of existing policies and  
41                 procedures in the operations of the Corporate Enterprise Management Unit in  
42                 coordination with the ASD Director;  
43  
44                 6.4.3.1.5. Monitors the implementation of the different income generating projects and  
45                 coordinates the submission of monthly financial reports per project;  
46  
47                 6.4.3.1.6. Initiates formulation/modification of policies and guidelines on provision of  
48                 services and the operations of income-generating projects and activities;  
49  
50                 6.4.3.1.7. Exercises general supervision, direction, monitoring and evaluation, and  
51                 coordination of the operations and activities of the following administrative  
52                 units:  
53  
54                   ■ Professional, Technical, and Policy Services Unit (PTPSU); and  
55                   ■ College Printing Press and Services Unit (CPPSU)  
56  
57  
58                 6.4.3.1.8. Performs other functions as may be delegated by the PRM Director.

59                 **6.4.4. UNITS UNDER THE HEAD FOR RESOURCE MANAGEMENT DIVISION**

60                 **6.4.4.1. PROFESSIONAL, TECHNICAL, AND POLICY SERVICES UNIT (PTPSU)**

The Professional, Technical, and Policy Services Unit is headed by a Coordinator.

6.4.4.1.1. **Duties and Functions**

- 6.4.4.1.1.1. Formulates programs and activities that will serve as income-generating services offered by the College to the community;
- 6.4.4.1.1.2. Serves as the arm of the College in reviewing institutional policies, guidelines, procedures, and processes, specifically in the area of improving institutional productivity and performance;
- 6.4.4.1.1.3. Serves as the training and development section of the Office of the Director Planning and Resource Management; and
- 6.4.4.1.1.4. Performs other functions as may be delegated by the RMD Head.

6.4.4.2. **COLLEGE PRINTING PRESS AND SERVICES UNIT (CPPSU)**

This College Printing Press and Services Unit is headed by a Manager.

6.4.4.2.1. **Duties and Functions**

- 6.4.4.2.1.1. Plans the operation of the unit including the procurement and management of appropriate printing equipment and materials in coordination with the OPIO and MIS Coordinator;
- 6.4.4.2.1.2. Organizes, controls, and monitors the flow of printed materials;
- 6.4.4.2.1.3. Monitors the quality of the print materials;
- 6.4.4.2.1.4. Sets and checks production schedules, confirms product specifications, and arranges adjustments in the production of printed materials;
- 6.4.4.2.1.5. Oversees the work of the printing staff in the unit;
- 6.4.4.2.1.6. Identifies and selects appropriate options for binding, inks, paper, varnishes, and special printing processes;
- 6.4.4.2.1.7. Writes effective creative briefs and print specification that reflect client goals, printing requirements, scheduling, and budget constraints;
- 6.4.4.2.1.8. Examines finished samples and approves quality before delivery to client; and
- 6.4.4.2.1.9. Performs other functions as may be delegated by the RMD Head.

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## 18 7. OFFICE OF THE DIRECTOR FOR QUALITY ASSURANCE (ODQA)

19  
20 The Director for Quality Assurance is directly supervised by the College President and is mandated to formulate  
21 policies and procedures for institutional quality assurance, accreditations, certifications, and assessment  
22 initiatives. The Office will drive the College in maintaining effective linkages with regional, national, and  
23 international quality assurance and accrediting agencies in coordination with the Office of the Vice-President for  
24 Academic Affairs, Office of the Vice-President for Administration and Finance, Office of the Vice-President for  
25 Research, Extension, and Production, and Office of the Director for Planning and Resource Management. The QA  
26 Director sits as a regular member of the Management Team of the College President.

27  
28 7.1. **Term of Office**

- 29  
30 7.1.1. For the quality assurance matters and affairs, the College President shall be assisted by a Director  
31 for Quality Assurance who shall be appointed/designated by the BOT upon the former's  
32 recommendation.
- 33  
34 7.1.2. The term of office of the Director for Quality Assurance shall be two (2) years with eligibility for  
35 reappointment, subject to the recommendation of the College President and approval of the BOT.
- 36  
37 7.1.3. The designation of the QA Director shall be co-terminus with the tenure of office of the College  
38 President. This scheme encourages rotational leadership and ensures institutional harmony and  
39 stability.
- 40  
41 7.1.4. The QA Director shall be entitled to emoluments and other remunerations allowed by existing  
42 government rules and regulations.

43  
44 7.2. **Minimum Qualifications**

- 45  
46 7.2.1. A holder of masters or doctorate degree from a reputable and recognized higher education institution;
- 47  
48 7.2.2. At least one year of administrative experience in the development and implementation of innovative  
49 organizational initiatives, preferably with experience in quality assurance and institutional  
50 accreditation endeavors;
- 51  
52 7.2.3. Must hold a permanent appointment and must be a bonafide member of the academic community  
53 with at least one (1) year residency;
- 54  
55 7.2.4. Demonstrated administrative leadership and scholarly service consistent with the academic values  
56 of the College; and
- 57  
58 7.2.5. Has leadership qualities and a strong record of commitment to advancing diversity, inclusion, and  
59 equity and skill in working with diverse populations of faculty, students, and staff.

60  
61 7.3. **Duties and Functions**

- 1        7.3.1. Assists the institutes in the preparation and packaging of documents to effectively facilitate the  
2                    accreditation, government recognition and assessment of academic programs;
- 3        7.3.2. Assists the enhancement of the institution's capacity in designing, delivering, rationalizing, and  
4                    managing curricular programs and services to achieve quality learning outcomes;
- 5        7.3.3. Identifies areas for reform and/or continuous improvement along the key areas of governance and  
6                    management, quality of teaching and learning, relations with the community and management of  
7                    resources;
- 8        7.3.4. Provides basis for policy options and informed decisions for development assistance to different  
9                    institutes, offices, and units;
- 10      7.3.5. Communicates current and relevant information about the achievements, quality system and  
11                    processes of the College and its academic programs;
- 12      7.3.6. Partners with local and international agencies for quality assurance-related projects and activities;
- 13      7.3.7. Assists the Vice-President for Academic Affairs and Institute Deans in securing Certificate of  
14                    Program Compliance and attain higher accreditation status for all academic programs;
- 15      7.3.8. Assists the Vice-President for Academic Affairs and Institute Deans in attaining Center of  
16                    Development and Center of Excellence status for priority programs;
- 17      7.3.9. Strengthens collaborative arrangements with internal and external stakeholders;
- 18      7.3.10. Maintains an efficient, secure, and accessible database of updated, comprehensive and relevant  
19                    materials for quality assurance;
- 20      7.3.11. Develops and implements capacity-building interventions to improve the teaching and learning  
21                    process;
- 22      7.3.12. Ensures that the organization's Quality Management System conforms to customer, internal, ISO  
23                    9001, and regulatory/legal requirements;
- 24      7.3.13. Ensures evaluation of, and reporting on, clients and stakeholders quality systems;
- 25      7.3.14. Oversees inspection and examination of incoming materials, ensuring that they meet requirements;
- 26      7.3.15. Manages the monitoring, measurement, and review of internal processes, especially those that affect  
27                    the quality of the organization's procedures, processes, and services;
- 28      7.3.16. Works with customers, employees, contractors, and outsourcing firms to develop service and  
29                    process requirements;
- 30      7.3.17. Reports to the Top Management on the performance of the QMS (e.g., results of quality audits,  
31                    corrective actions), including the need for improvement;
- 32      7.3.18. Conducts periodic management review meetings;
- 33      7.3.19. Sees the accuracy and timely inspection/calibration of monitoring and measuring devices;
- 34      7.3.20. Keeps up on standards, regulations/laws, issues, and news with respect to product (service) quality;
- 35      7.3.21. Develops and maintains an effective internal quality assurance system;
- 36      7.3.22. Exercises general supervision, direction, monitoring and evaluation, and coordination of the  
37                    operations and activities of the following divisions:  
38                    ▪ Accreditation, Program Compliance, and Institutional Sustainability Assessment Division  
39                    (APCISAD); and

- 1           ■ ISO-QMS Division (IQD)
- 2

3           7.3.23. Exercises other powers and perform such other functions as may be delegated by the College  
4           President and approval of the BOT.

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#### 18           **7.4. DIVISIONS UNDER THE OFFICE OF THE DIRECTOR FOR QUALITY ASSURANCE**

19

20           The following offices are under the direct supervision of the Director for Quality Assurance:

21

22           **7.4.1. OFFICE OF THE HEAD FOR ACCREDITATION, PROGRAM COMPLIANCE, AND  
23           INSTITUTIONAL SUSTAINABILITY ASSESSMENT DIVISION (OHAPCISAD)**

24

25           **7.4.1.1. Duties and Functions**

26

- 27           7.4.1.1.1. Coordinates with the institutes and departments in the preparation and  
28           packaging of documents to effectively facilitate the accreditation, government  
29           recognition and assessment of academic programs;
- 30
- 31           7.4.1.1.2. Assists the QA Director in enhancing of the institution's capacity in designing,  
32           delivering, rationalizing, and managing curricular programs and services to  
33           achieve quality learning outcomes;
- 34
- 35           7.4.1.1.3. Assists the QA Director in identifying areas for reform and/or continuous  
36           improvement along the key areas of governance sand management, quality  
37           of teaching and learning, relations with the community and management of  
38           resources;
- 39
- 40           7.4.1.1.4. Devises basis for policy options and informed decisions for development  
41           assistance to different institutes, offices, and units;
- 42
- 43           7.4.1.1.5. Disseminates current and relevant information about the achievements,  
44           quality system and processes of the College and its academic programs;
- 45
- 46           7.4.1.1.6. Facilitates the assistance of the QA Director to the Vice-President for  
47           Academic Affairs and Institute Deans in securing Certificate of Program  
48           Compliance and attain higher accreditation status for all academic programs;
- 49
- 50           7.4.1.1.7. Facilitates the assistance of the QA Director to the Vice-President for  
51           Academic Affairs and Institute Deans in attaining Center of Development and  
52           Center of Excellence status for priority programs;
- 53
- 54           7.4.1.1.8. Develops initiatives and programs that strengthen the collaborative  
55           arrangements with internal and external stakeholders;
- 56
- 57           7.4.1.1.9. Exercises general supervision, direction, monitoring and evaluation, and  
58           coordination of the operations and activities of the following divisions:  
59
- 60           ■ Accreditation Unit (AU); and
- 61           ■ Program Compliance and Institutional Sustainability Assessment Unit  
62           (PCISAU)

1                   7.4.1.1.10. Performs other functions as may be delegated by the QA Director.  
2  
3  
4

5                   **7.4.1.2. UNITS UNDER THE OFFICE OF THE HEAD FOR ACCREDITATION, PROGRAM  
6                   COMPLIANCE, AND INSTITUTIONAL SUSTAINABILITY ASSESSMENT DIVISION**

7                   The following units are supervised by the Office of the Head for Accreditation, Program  
8                   Compliance, and Institutional Sustainability Assessment Division:  
9  
10

11                  **7.4.1.2.1. ACCREDITATION UNIT (AU)**  
12  
13

14                  The unit is headed by an Accreditation Coordinator.  
15  
16

17                  **7.4.1.2.1.1. Duties and Functions**  
18  
19

20                  7.4.1.2.1.1.1. Establishes linkages with the Accrediting Agency  
21                  of Chartered Colleges and Universities in the  
22                  Philippines;  
23  
24

25                  7.4.1.2.1.1.2. Assesses the preparation and readiness of the  
26                  academic programs for accreditation;  
27  
28

29                  7.4.1.2.1.1.3. Recommends courses of decision and actions  
30                  related to accreditation of academic programs and  
31                  other related endeavors;  
32  
33

34                  7.4.1.2.1.1.4. Coordinates with department/program  
35                  chairpersons on preparations and actions related  
36                  to accreditation; and  
37  
38

39                  7.4.1.2.1.1.5. Performs other functions as may be delegated by  
40                  the APCISAD Head.  
41  
42

43                  **7.4.1.2.2. PROGRAM COMPLIANCE AND INSTITUTIONAL SUSTAINABILITY  
44                  ASSESSMENT UNIT (PCISAU)**  
45  
46

47                  The unit is headed by a Program Compliance and Institutional Sustainability  
48                  Assessment Coordinator.  
49  
50

51                  **7.4.1.2.2.1. Duties and Functions**  
52  
53

54                  7.4.1.2.2.1.1. Establishes linkages with the Commission on  
55                  Higher Education on applications for Program  
56                  Compliance and Institutional Sustainability  
57                  Assessment Accreditation;  
58  
59

60                  7.4.1.2.2.1.2. Assesses the preparation and readiness of the  
61                  academic programs for Program Compliance and  
62                  Institutional Sustainability Assessment Accreditation;  
63  
64

65                  7.4.1.2.2.1.3. Recommends courses of decision and actions  
66                  related to Program Compliance and Institutional  
67                  Sustainability Assessment Accreditation of  
68                  academic programs and other related endeavors;  
69  
70

71                  7.4.1.2.2.1.4. Coordinates with department chairpersons on  
72                  preparations and actions related to Program  
73                  Compliance and Institutional Sustainability  
74                  Assessment Accreditation; and  
75  
76

77                  7.4.1.2.2.1.5. Performs other functions as may be delegated by  
78                  the APCISAD Head.  
79  
80

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2       **7.4.2. OFFICE OF THE HEAD FOR INTERNATIONAL STANDARDIZATION ORGANIZATION-QUALITY**  
3       **MANAGEMENT SYSTEM DIVISION (OHIQD)**  
4  
5

6       **7.4.2.1. Duties and Functions**  
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8

- 9       7.4.2.1.1. Serves as the Quality Management Coordinator of the College;  
10  
11      7.4.2.1.2. Assists the QA Director in maintaining an efficient, secure, and accessible  
12       database of updated, comprehensive and relevant materials for quality  
13       assurance;  
14  
15      7.4.2.1.3. Assists the QA Director in developing and implementing capacity-building  
16       interventions to improve the teaching and learning process;  
17  
18      7.4.2.1.4. Assists the QA Director in ensuring that the organization's Quality  
19       Management System conforms to customer, internal, ISO 9001, and  
20       regulatory/legal requirements;  
21  
22      7.4.2.1.5. Assists the QA Director in ensuring the evaluation and reporting on clients  
23       and stakeholders' quality systems;  
24  
25      7.4.2.1.6. Assists the QA Director in overseeing the inspection and examination of  
26       incoming materials, ensuring that they meet requirements;  
27  
28      7.4.2.1.7. Spearheads the monitoring, measurement, and review of internal processes,  
29       especially those that affect the quality of the organization's procedures,  
30       processes, and services;  
31  
32      7.4.2.1.8. Coordinates with customers, employees, contractors, and outsourcing firms  
33       to develop service and process requirements;  
34  
35      7.4.2.1.9. Prepares reports to the Top Management on the performance of the QMS  
36       (e.g., results of quality audits, corrective actions), including the need for  
37       improvement;  
38  
39      7.4.2.1.10. Assists the QA Director in conducting periodic management review meetings;  
40  
41      7.4.2.1.11. Ensures the accuracy and timely inspection/calibration of monitoring and  
42       measuring devices;  
43  
44      7.4.2.1.12. Keeps up on standards, regulations/laws, issues, and news with respect to  
45       product (service) quality;  
46  
47      7.4.2.1.13. Develops and maintains an effective internal quality assurance system;  
48  
49      7.4.2.1.14. Exercises general supervision, direction, monitoring and evaluation, and  
50       coordination of the operations and activities of the following divisions:  
51  
52       ■ Document Control Unit (DCU);  
53       ■ Internal Quality Audit Unit (IQAU); and  
54       ■ Risks and Opportunities Management Unit (ROMU)  
55  
56      7.4.2.1.15. Performs other functions as may be delegated by the QA Director.

57       **7.4.2.2. UNITS UNDER THE OFFICE OF THE HEAD FOR ISO-QMS DIVISION**  
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60       The following units are supervised by the Office of the Head for ISO-QMS Division:

61       **7.4.2.2.1. DOCUMENT CONTROL UNIT**  
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This unit is headed by the College Record's Officer.

**7.4.2.2.1.1. Duties and Functions**

7.4.2.2.1.1.1. Collects and maintains documents and files of the latest revision level documentation necessary to define product and service configuration and control of institutional procedures and processes;

7.4.2.2.1.1.2. Distributes the latest revision level documentation to all appropriate users and ensures that obsolete documentation is removed from distribution;

7.4.2.2.1.1.3. Maintains a computer database of all filed documentation that ensures fast retrieval of documents; and

7.4.2.2.1.1.4. Performs such other functions as may be delegated by the IQD Head.

**7.4.2.2. INTERNAL QUALITY AUDIT UNIT**

This unit is headed by the Lead Internal Quality Auditor.

**7.4.2.2.2.1. Duties and Functions**

7.4.2.2.2.1.1. Defines the ISO-QMS audit procedures and processes based on the approved Procedures Manual;

7.4.2.2.2.1.2. Determines audit objectives and the purpose and significance of the audit scope and criteria in the College;

7.4.2.2.2.1.3. Establishes the IQA competencies and the selection of IQA members, particularly with regard to knowledge of the relevant management system discipline;

7.4.2.2.2.1.4. Prepares an audit plans, consolidated audit reports, and other IQA-related documents and outputs and submits the same to relevant offices and academic units;

7.4.2.2.2.1.5. Conducts conferences and meetings with the College Management Team in coordination with the IQD Head and QA Director; and

7.4.2.2.2.1.6. Performs such other functions as may be delegated by the IQD Head.

**7.4.2.2.3. RISKS AND OPPORTUNITIES MANAGEMENT UNIT**

This unit is headed by the Risk and Opportunities Management Coordinator.

**7.4.2.2.3.1. Duties and Functions**

7.4.2.2.3.1.1. Compiles and keeps records of all risks and opportunities identified by all offices and academic units in their respective procedures and processes;

- 1                   7.4.2.2.3.1.2. Monitors the initiatives for mitigating risks and the  
2                   implementation and evaluation of catch-up plans;  
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4                   7.4.2.2.3.1.3. Monitors the identification of opportunities in all  
5                   identified procedures and processes;  
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7                   7.4.2.2.3.1.4. Disseminates updates and reports concerning to  
8                   risks and opportunities management to relevant  
9                   offices and academic units;  
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11                  7.4.2.2.3.1.5. Coordinates with the Lead IQA in the audit of  
12                  identified ROMs;  
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14                  7.4.2.2.3.1.6. Submits reports to the IQD Head and other  
15                  relevant offices and academic units; and  
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17                  7.4.2.2.3.1.7. Performs such other functions as may be  
18                  delegated by the IQD Head.

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22 This Terms of Reference Manual of the Davao del Norte State College Organizational Structure v.Nov2020 is produced  
23 by the Committee on Organizational Structure.

24  
25                  Prepared by:

26                  **LEO D. RAYON, JR. (SGD)**

27                  Chairperson

28  
29                  Reviewed by:

30                  **MARIA BONJEALEM G. LABOR (SGD)**

31                  Member/Management Representative

32                  **KENNY ALLAN P. BENIGNO (SGD)**

33                  Member/Faculty Representative

34                  **CELIA M. GARBOSA (SGD)**

35                  Member/Staff Representative

36                  **ANSELMO G. ANOBONG, JR. (SGD)**

37                  Member/Student Representative

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# APPENDICES