



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

TO : **JOSEPH ALDRIN C. GANIBO** Siniloan Campus
DANTE R. WAGAN, Ed.D Los Banos Campus
ROZALLE H. PALACOL Sta Cruz Campus
JOANNA E. DE TORRES San Pablo Campus

FROM : **JAYSON N. OLAYTA, MRD**
Director, Office of Student Affairs and Services

SUBJECT : **DESIGNATION AS STUDENT ORGANIZATION UNIT HEAD**

DATE : January 25, 2022

In addition to your duties and functions as faculty member under your respective colleges, you are hereby designated as Student Organization Unit Head under the Office of Student Affairs and Services (OSAS).

Your duties and functions as stated in the student handbook among others shall be as follows:

1. Recognition/accreditation of old and new student organizations.
2. Monitor/evaluate student activities using institutional procedures and processes in recognition of basic rights to organize
3. Assist the different student organizations in planning and implementation of their periodical Action Plans.
4. Involve student organizations in seminars, workshops and trainings.
5. Keep record of assemblies and meetings.
6. Encourage student organizations to be part of the community development.

This memorandum grants you the authority to discharge the duties and functions relative to your designation and likewise assume corresponding responsibilities and accountabilities.

Further, this designation shall take effect upon receipt of this memorandum and shall be enforced until December 31, 2022, renewable and or until revoke or modified accordingly.

However, this memorandum does not entitle you to receive additional remuneration and/or compensation in the performance of your duties and functions.

All orders and memoranda, inconsistent with this memorandum are hereby revoked/rescinded and or modified accordingly.

For your information and guidance.

Congratulations!

In Service of the Studentry, We Remain,

JAYSON N. OLAYTA, MRD
Director, Office of Student Affairs and Services



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

TO : **MINERVA S. FERNANDEZ** Siniloan Campus
JULIE FE D. PANOY Ed. D. San Pablo Campus
SUSANNA ROSE LABASTILLA Sta Cruz Campus
ROBERTO DV. REVILLA, PhD Los Banos Campus

FROM : **JAYSON N. OLAYTA, MRD**
Director, Office of Student Affairs and Services

SUBJECT : **DESIGNATION AS STUDENT PUBLICATION UNIT HEAD**

DATE : January 25, 2022

In addition to your duties and functions as faculty member under your respective colleges, you are hereby designated as Student Publication Unit Head under the Office of Student Affairs and Services (OSAS).

Your duties and functions among others shall be as follows:

1. Screen, recommend and train student publication staff in accordance with the operating policies and guidelines.
2. Help prepare annual procurement plan for the publication unit.
3. Ensure that facilities and equipment shall be used only for production of student publications.
4. Act as liaison between students, the campus and community at large.
5. Provide inputs for long range planning and goals in all areas of publication responsibilities.
6. Establish, consolidate or discontinue any publication under its control.
7. Monitor, supervise and evaluate all publication activities including the posting of announcements and other information dissemination materials.

This memorandum grants you the authority to discharge the duties and functions relative to your designation and likewise assume corresponding responsibilities and accountabilities.

Further, this designation shall take effect upon receipt of this memorandum and shall be enforced until December 31, 2022, renewable and or until revoke or modified accordingly.

However, this memorandum does not entitle you to receive additional remuneration and/or compensation in the performance of your duties and functions.

All orders and memoranda, inconsistent with this memorandum are hereby revoked/rescinded and or modified accordingly.

For your information and guidance.

Congratulations!

In Service of the Studentry, We Remain,

JAYSON N. OLAYTA, MRD
Director, Office of Student Affairs and Services



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

TO : **MARIFE HOSMILLO** Siniloan Campus
JOSEPH ALDRIN C. GANIBO
JEROME S. NICOLAS, PhD Los Banos Campus
MA. RONA D. SAHAGUN Ed. D. San Pablo Campus
ALELI LORNA A. DAQUIL, J.D.
MARIA LAUREEN B. MIRANDA, LPT Sta Cruz Campus
CHRISTIAN P. SAN LUIS, LPT

FROM : **JAYSON N. OLAYTA, MRD**
Director, Office of Student Affairs and Services

SUBJECT : **DESIGNATION AS STUDENT GOVERNMENT ADVISER AND LEADERSHIP TRAINING UNIT HEAD**

DATE : January 25, 2022

In addition to your duties and functions as faculty member under your respective colleges, you are hereby designated as Student Government Adviser and Leadership Training Unit Head under the Office of Student Affairs and Services (OSAS).

Your duties and functions among others shall be as follows:

1. Recognize the right of the students to govern themselves as a student body.
2. Organize efficient and effective leadership training programs for stronger student leadership skills.
3. Allow students gain recognition for all their work or contribution on campus.
4. Train students who will bring honor to the university through local, regional, national and international competitions.
5. Provide sustainable interactions with counterparts from other institutions.

This memorandum grants you the authority to discharge the duties and functions relative to your designation and likewise assume corresponding responsibilities and accountabilities.

Further, this designation shall take effect upon receipt of this memorandum and shall be enforced until December 31, 2022, renewable and or until revoke or modified accordingly.

However, this memorandum does not entitle you to receive additional remuneration and/or compensation in the performance of your duties and functions.

All orders and memoranda, inconsistent with this memorandum are hereby revoked/rescinded and or modified accordingly.

For your information and guidance.

Congratulations!

In Service of the Studentry, We Remain,


JAYSON N. OLAYTA, MRD
Director, Office of Student Affairs and Services



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

TO : **ANNALYN A. DELFINO** San Pablo Campus
NOEMI B. NUÑEZ Los Banos & Siniloan Campus
ABIGAIL VIAR Sta Cruz Campus

FROM : **JAYSON N. OLAYTA, MRD**
Director, Office of Student Affairs and Services

SUBJECT : **DESIGNATION AS STUDENT GUIDANCE AND COUNSELING, ADMISSION
AND TESTING UNIT HEAD & INFORMATION AND ORIENTATION SERVICES**

DATE : January 25, 2022

In addition to your duties and functions as faculty member under your respective colleges, you are hereby designated as Student Guidance and Counseling, Admission and Testing Unit Head & Information and Orientation Services Unit Head under the Office of Student Affairs and Services (OSAS).

Your duties and functions among others shall be as follows:

1. Conduct individual and group counseling among college students.
2. Conduct case conference with parents and students.
3. Set an open climate conducive for private setting counseling sessions.
4. Monitor problems of students with the assistance of peer counselors.
5. Call students referred for counseling by professors.
6. Follow-up counselee with cases. Refer cases of students if necessary to specialist.

This memorandum grants you the authority to discharge the duties and functions relative to your designation and likewise assume corresponding responsibilities and accountabilities.

Further, this designation shall take effect upon receipt of this memorandum and shall be enforced until December 31, 2022, renewable and or until revoke or modified accordingly.

However, this memorandum does not entitle you to receive additional remuneration and/or compensation in the performance of your duties and functions.

All orders and memoranda, inconsistent with this memorandum are hereby revoked/rescinded and or modified accordingly.

For your information and guidance.

Congratulations!

In Service of the Studentry, We Remain,


JAYSON N. OLAYTA, MRD
Chairperson, Office of Student Affairs and Services



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

TO : **MA. CZARITA AGUJA** Siniloan Campus
IMELDA C. CARADA San Pablo Campus
DR. RAY SAMUEL GRECALDA Sta Cruz Campus
WILFREDO V. DANGUE Los Banos Campus

FROM : **JAYSON N. OLAYTA, MRD**
Director, Office of Student Affairs and Services

SUBJECT : **DESIGNATION AS MULTI FAITH SERVICES UNIT HEAD**

DATE : January 25, 2022

In addition to your duties and functions as faculty member under your respective colleges, you are hereby designated as Multi Faith Services Unit Head under the Office of Student Affairs and Services (OSAS).

Your duties and functions among others shall be as follows:

1. Ensure the right of freedom to religion is respected.
2. Cultivate students' higher awareness and spiritual understanding to handle life authentically, powerfully and compassionately.
3. Submit quarterly report to the respective OSAS heads.

This memorandum grants you the authority to discharge the duties and functions relative to your designation and likewise assume corresponding responsibilities and accountabilities.

Further, this designation shall take effect upon receipt of this memorandum and shall be enforced until December 31, 2022, renewable and or until revoke or modified accordingly.

However, this memorandum does not entitle you to receive additional remuneration and/or compensation in the performance of your duties and functions.

All orders and memoranda, inconsistent with this memorandum are hereby revoked/rescinded and or modified accordingly.

For your information and guidance.

Congratulations!

In Service of the Studentry, We Remain,


JAYSON N. OLAYTA, MRD

Director, Office of Student Affairs and Services



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

TO : **GELZEN JAMOLIN** Siniloan Campus
MARK PAULO O. MORALEJA San Pablo Campus
JENSEN YUTIAMPO, MSP Sta Cruz Campus
MARY ANN S. HERNANDEZ, EdD Los Banos Campus

FROM : **JAYSON N. OLAYTA, MRD**
Director, Office of Student Affairs and Services

SUBJECT : **DESIGNATION AS SERVICES FOR STUDENTS WITH SPECIAL NEEDS & PWDS UNIT HEAD**

DATE : January 25, 2022

In addition to your duties and functions as faculty member under your respective colleges, you are hereby designated as Services for Students with Special Needs and PWDs under the Office of Student Affairs and Services (OSAS).

Your duties and functions among others shall be as follows:

1. Designed to provide equal opportunities to Persons with Disabilities (PWD's), indigenous peoples, solo parents, and other accommodation for learners with special needs.
2. Conflict management and counseling or testing referrals shall be done whenever necessary.
3. Submit pertinent reports to the respective OSAS heads.

This memorandum grants you the authority to discharge the duties and functions relative to your designation and likewise assume corresponding responsibilities and accountabilities.

Further, this designation shall take effect upon receipt of this memorandum and shall be enforced until December 31, 2022, renewable and or until revoke or modified accordingly.


However, this memorandum does not entitle you to receive additional remuneration and/or compensation in the performance of your duties and functions.

All orders and memoranda, inconsistent with this memorandum are hereby revoked/rescinded and or modified accordingly.

For your information and guidance.

Congratulations!

In Service of the Studentry, We Remain,


JAYSON N. OLAYTA, MRD
Director, Office of Student Affairs and Services



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

TO : **ARVIN B. TARUMA** Siniloan Campus
DEMETRIO MELVIN D. MATULAC San Pablo Campus
RACHIEL R. RIVANO Sta Cruz Campus
OLIVE N. GALANG Los Banos Campus

FROM : **JAYSON N. OLAYTA, MRD**
Director, Office of Student Affairs and Services

SUBJECT : **DESIGNATION AS STUDENT HOUSING & RESIDENTIAL SERVICES UNIT HEAD**

DATE : January 25, 2022

In addition to your duties and functions as faculty member under your respective colleges, you are hereby designated as Student Housing & Residential Services Unit Head under the Office of Student Affairs and Services (OSAS).

Your duties and functions among others shall be as follows:

1. Provide assistance and/or list of acceptable student dormitory.
2. Make sure the housing facilities are safe, clean, affordable, and conducive to learning.
3. Monitor student dormitory dwellers activities

This memorandum grants you the authority to discharge the duties and functions relative to your designation and likewise assume corresponding responsibilities and accountabilities.

Further, this designation shall take effect upon receipt of this memorandum and shall be enforced until December 31, 2022, renewable and or until revoke or modified accordingly.

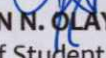
However, this memorandum does not entitle you to receive additional remuneration and/or compensation in the performance of your duties and functions.

All orders and memoranda, inconsistent with this memorandum are hereby revoked/rescinded and or modified accordingly.

For your information and guidance.

Congratulations!

In Service of the Studentry, We Remain,


JAYSON N. OLAYTA, MRD
Director, Office of Student Affairs and Services



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

TO : **DULCE M. BITICON** Siniloan Campus
SIEGFRIED S. CRUCILLO San Pablo Campus
CATALYN ROSE P. ANGELES Sta Cruz Campus
CHAIRMAINE W. BALLESTEROS, R.N. Los Banos Campus

FROM : **JAYSON N. OLAYTA, MRD**
Director, Office of Student Affairs and Services

SUBJECT : **DESIGNATION AS HEALTH SERVICES UNIT HEAD**

DATE : January 25, 2022

In addition to your duties and functions as University Nurse under your respective campuses, you are hereby designated as Health Services Unit Head under the Office of Student Affairs and Services (OSAS).

Your duties and functions among others shall be as follows:

1. Inform medical/dental services to faculty and students.
2. Ensure that there are sufficient medicines and drugs during emergency.
3. Ensure that there are enough medical/dental equipment.
4. Conduct regular training to first aiders.
5. Supervise the school sanitation and safety.
6. Coordinate with the LGUs and other agencies to ensure the efficiency of services delivery.

This memorandum grants you the authority to discharge the duties and functions relative to your designation and likewise assume corresponding responsibilities and accountabilities.

Further, this designation shall take effect upon receipt of this memorandum and shall be enforced until December 31, 2022, renewable and or until revoke or modified accordingly.


However, this memorandum does not entitle you to receive additional remuneration and/or compensation in the performance of your duties and functions.

All orders and memoranda, inconsistent with this memorandum are hereby revoked/rescinded and or modified accordingly.

For your information and guidance.

Congratulations!

In Service of the Studentry, We Remain,


JAYSON N. OLAYTA, MRD
Director, Office of Student Affairs and Services



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

TO : **ANTONIO G. NIEGAS JR.** Siniloan Campus
JULIE V. ALIPIO San Pablo Campus
MARIA ROSSA AGATHA ERMINO Sta Cruz Campus
LYNN SALVE C. NEGRILLO Los Banos Campus

FROM : **JAYSON N. OLAYTA, MRD**
Director, Office of Student Affairs and Services

SUBJECT : **DESIGNATION AS FOOD SERVICE UNIT HEAD**

DATE : January 25, 2022

In addition to your duties and functions as faculty member under your respective colleges, you are hereby designated as Food Services Unit Head under the Office of Student Affairs and Services (OSAS).

Your duties and functions among others shall be as follows:

1. Monitor the food safety, hygiene and sanitation of all food business operations in the campus.
2. Make spot checks and calls attention of the staff for noted deviations from the policies and procedures of the university.
3. Closely coordinates and submit reports to the Medical and Food Services Unit Head, VP for Administration, Campus Director, Chairperson of the Office of the Student Affairs and Services and/or Office of the Business Affairs of the campus the monitoring and evaluation conducted.
4. Coordinates with the Local Government for the safety of food services outside the school premises.
5. Evaluates the applicants based on the set criteria and submits the committee's recommendation to the University President for approval.
6. Participates in monitoring the food safety, hygiene and sanitation of all business operations in the University, makes spot checks and calls the attention of the staff for noted deviations from the policies and procedures of the university.

This memorandum grants you the authority to discharge the duties and functions relative to your designation and likewise assume corresponding responsibilities and accountabilities. Further, this designation shall take effect upon receipt of this memorandum and shall be enforced until December 31, 2022, renewable and or until revoke or modified accordingly.

However, this memorandum does not entitle you to receive additional remuneration and/or compensation in the performance of your duties and functions. All orders and memoranda, inconsistent with this memorandum are hereby revoked/rescinded and or modified accordingly.

For your information and guidance.
Congratulations!

In Service of the Studentry, We Remain,


JAYSON N. OLAYTA, MRD
Director, Office of Student Affairs and Services



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

TO : **FRANCIS JOSE DELA CRUZ** Siniloan Campus
DARWIN D. OFRIN Ed. D. San Pablo Campus
LIZA L. BARTOLOME, Ph.D Sta Cruz Campus
RICARDO F. WAGAN III, EdD Los Banos Campus

FROM : **JAYSON N. OLAYTA, MRD**
Director, Office of Student Affairs and Services

SUBJECT : **DESIGNATION AS SPORTS DEVELOPMENT PROGRAM UNIT HEAD**

DATE : January 25, 2022

In addition to your duties and functions as faculty member under your respective colleges, you are hereby designated as Sports Development Program Unit Head under the Office of Student Affairs and Services (OSAS).

Your duties and functions among others shall be as follows:

1. Designed physical fitness and wellness of the students.
2. Promotes institutional, regional, and national sports competition/activities in coordination with other HEI's/ SUCs.
3. Conducts regular activities in relation to physical health and endurance of the students.

This memorandum grants you the authority to discharge the duties and functions relative to your designation and likewise assume corresponding responsibilities and accountabilities.

Further, this designation shall take effect upon receipt of this memorandum and shall be enforced until December 31, 2022, renewable and or until revoke or modified accordingly.


However, this memorandum does not entitle you to receive additional remuneration and/or compensation in the performance of your duties and functions.

All orders and memoranda, inconsistent with this memorandum are hereby revoked/rescinded and or modified accordingly.

For your information and guidance.

Congratulations!

In Service of the Studentry, We Remain,


JAYSON N. OLAYTA, MRD
Director, Office of Student Affairs and Services



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

TO : **MARICON C. PABLO** Siniloan Campus
ELAINE JOY C. APAT San Pablo Campus
ERNESTO THADDEUS SOLMERANO Sta Cruz Campus
CHRISTY LIANE R. NIEM Los Banos Campus

FROM : **JAYSON N. OLAYTA, MRD**
Director, Office of Student Affairs and Services

SUBJECT : **DESIGNATION AS STUDENT HANDBOOK DEVELOPMENT UNIT HEAD**

DATE : January 25, 2022

In addition to your duties and functions as faculty member under your respective colleges, you are hereby designated as Student Handbook Development Unit Head under the Office of Student Affairs and Services (OSAS).

Your duties and functions among others shall be as follows:

1. Develop the student handbook and updates be made into accessible formats for dissemination, information and guidance of students and university stakeholders.
2. Archive and retrieve previous student handbooks for purposes of improvement.

This memorandum grants you the authority to discharge the duties and functions relative to your designation and likewise assume corresponding responsibilities and accountabilities.

Further, this designation shall take effect upon receipt of this memorandum and shall be enforced until December 31, 2022, renewable and or until revoke or modified accordingly.


However, this memorandum does not entitle you to receive additional remuneration and/or compensation in the performance of your duties and functions.

All orders and memoranda, inconsistent with this memorandum are hereby revoked/rescinded and or modified accordingly.

For your information and guidance.

Congratulations!

In Service of the Studentry, We Remain,


JAYSON N. OLAYTA, MRD
Director, Office of Student Affairs and Services



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

TO : **SANDRA P. MESINA** Siniloan Campus
CHESTER M. DEREQUITO San Pablo Campus
CELESTE C. MARQUEZ, MSP Sta Cruz Campus
MA. BETHZAIDA S. DECENA Los Banos Campus

FROM : **JAYSON N. OLAYTA, MRD**
Director, Office of Student Affairs and Services

SUBJECT : **DESIGNATION AS INTERNATIONAL STUDENT SERVICES UNIT HEAD**

DATE : January 25, 2022

In addition to your duties and functions as faculty member under your respective colleges, you are hereby designated as International Student Services Unit Head under the Office of Student Affairs and Services (OSAS)..

Your duties and functions among others shall be as follows:

1. Foster high level of international student exchange and academic programs
2. Integrate service programs for international students, scholars, exchange visitors, faculty and administrative staff to enhance their intellectual, artistic, psycho social and cultural aspects and social development engagement in a welcoming environment.
3. Assist foreign students with proper coordination to concerned government agencies like CHED, DFA and Bureau of Immigration.

This memorandum grants you the authority to discharge the duties and functions relative to your designation and likewise assume corresponding responsibilities and accountabilities.

Further, this designation shall take effect upon receipt of this memorandum and shall be enforced until December 31, 2022, renewable and or until revoke or modified accordingly.

However, this memorandum does not entitle you to receive additional remuneration and/or compensation in the performance of your duties and functions.

All orders and memoranda, inconsistent with this memorandum are hereby revoked/rescinded and or modified accordingly.

For your information and guidance.

Congratulations!

In Service of the Studentry, We Remain,


JAYSON N. OLAYTA, MRD
Director, Office of Student Affairs and Services



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

TO : **SANDY JESSIE LYNN LEOBRERA** Siniloan Campus
AGRIPINA F. BANAYO San Pablo Campus
CHEEROBIE B. ARANAS Sta Cruz Campus
JOANNA MARIE D. PAGNE Los Banos Campus

FROM : **JAYSON N. OLAYTA, MRD**
Director, Office of Student Affairs and Services

SUBJECT : **DESIGNATION AS SCHOLARSHIP AND FINANCIAL ASSISTANCE UNIT HEAD**

DATE : January 25, 2022

In addition to your duties and functions as faculty member under your respective colleges, you are hereby designated as Scholarship and Financial Assistance Unit Head under the Office of Student Affairs and Services (OSAS).

Your duties and functions among others shall be as follows:

1. Disseminate information to students regarding the requirements for scholarship
2. Monitor academic performance of all student's scholar irrespective of the type of scholarship
3. Facilitate processing of allowances and benefits of all scholars.
4. Conduct testing and interview among scholarship applicants
5. Select student scholars based on testing and interview.

This memorandum grants you the authority to discharge the duties and functions relative to your designation and likewise assume corresponding responsibilities and accountabilities.

Further, this designation shall take effect upon receipt of this memorandum and shall be enforced until December 31, 2022, renewable and or until revoke or modified accordingly.

However, this memorandum does not entitle you to receive additional remuneration and/or compensation in the performance of your duties and functions.

All orders and memoranda, inconsistent with this memorandum are hereby revoked/rescinded and or modified accordingly.

For your information and guidance.

Congratulations!

In Service of the Studentry, We Remain,


JAYSON N. OLAYTA, MRD

Director, Office of Student Affairs and Services



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

TO : **REGINE M. OLIVAS** Siniloan Campus
JHERWIN P. HERMOSA San Pablo Campus
AUBREY-ANN L. FLORENCIO Sta Cruz Campus
JEROME P. DOMINGO Los Banos Campus

FROM : **JAYSON N. OLAYTA, MRD**
Director, Office of Student Affairs and Services

SUBJECT : **DESIGNATION AS STUDENT DISCIPLINE UNIT HEAD**

DATE : January 25, 2022

In addition to your duties and functions as faculty member under your respective colleges, you are hereby designated as Student Discipline Unit Head under the Office of Student Affairs and Services (OSAS).

Your duties and functions among others shall be as follows:

1. Strictly impose the rules and regulations of the university.
2. Coordinate with teachers and parents regarding student's discipline.
3. Impartially deal with students on disciplinary problems.
4. Follow-up and monitor students with offenses for proper guidance.
5. Recommend measure to solve existing case.
6. Recommend measure to solve existing case.

This memorandum grants you the authority to discharge the duties and functions relative to your designation and likewise assume corresponding responsibilities and accountabilities.

Further, this designation shall take effect upon receipt of this memorandum and shall be enforced until December 31, 2022, renewable and or until revoke or modified accordingly.

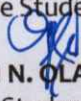
However, this memorandum does not entitle you to receive additional remuneration and/or compensation in the performance of your duties and functions.

All orders and memoranda, inconsistent with this memorandum are hereby revoked/rescinded and or modified accordingly.

For your information and guidance.

Congratulations!

In Service of the Studentry, We Remain,


JAYSON N. OLAYTA, MRD
Director, Office of Student Affairs and Services