

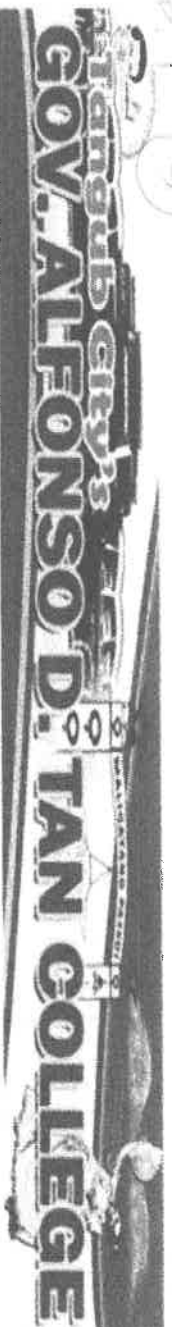


**Gov. Alfonso D. Tan College**  
Maloro, Tanguub City

C.4

## **C – RANKING AND PROMOTION**

- **Career Pathing and Succession  
Plan**



### **STAFFING PATTERN**

**Composition and Structure.** - The GADTC shall be composed of two hundred thirty (298) plantilla positions, as follows:

#### **A. Office of the College president**

- 1) President
- 2) Executive Vice President
- 3) Vice President for Academic Affairs
- 4) Vice President for Administration and Finance
- 5) Vice President for Planning

#### **B. Office of the Vice President for Academics**

- 1) One (1) Associate Professor I (SG-19)
- 2) One (1) Administrative Aide III (SG-3)

#### **INSTITUTE OF BUSINESS AND FINANCIAL SERVICES**

- 1) One (1) Associate Professor I (SG-19)
- 2) One (1) Assistant Professor III (SG-17)
- 3) One (1) Assistant Professor II (SG-16)
- 4) Four(4) Assistant Professor I (SG-15)
- 5) Twenty two (22) Instructor I
- 6) One (1) Clerk I

#### **INSTITUTE OF CRIMINAL JUSTICE EDUCATION**

- 1) One (1) Assistant Professor III (SG-17)
- 2) One (1) Assistant Professor II (SG 16)
- 3) Two (2) Assistant Professor I (SG-15)
- 4) Fourteen (14) Instructor I
- 5) One (1) Secretary (Clerk I)

#### **INSTITUTE OF ARTS & SCIENCES**

- 1) One (1) Associate Professor I (SG-19)
- 2) Three (3) Assistant Professor II (SG-16)
- 3) Six (6) Assistant Professor I (SG-15)
- 4) Fifty eight (58) Instructor I
- 5) One (1) (Clerk II)

#### **INSTITUTE OF COMPUTER STUDIES**

- 1) One (1) Assistant Professor II (SG-16)
- 2) Eight (8) Assistant Professor I (SG -15)
- 3) One (1) Clerk II

#### **INSTITUTE OF TEACHER EDUCATION**

- 1) Two (2) Associate Professor I (SG-19)
- 2) One (1) Assistant Professor II (SG-16)
- 3) Ten (10) Assistant Professor I (SG-15)
- 4) Twenty two (22) Instructor I

- 5) One (1) Clerk I

#### INSTITUTE OF MIDWIFERY

- 1) One (1) Assistant Professor II(SG-16)
- 2) Two (2) Assistant Professor I(SG-15)
- 3) Twelve(12) Instructor I
- 4) One (1) Clerk I

#### INSTITUTE OF SENIOR HIGH SCHOOL

- 1) Two (2) Assistant Professor III(SG-17)
- 2) One (1) Assistant Professor II(SG-16)
- 3) Two (2) Assistant Professor I(SG-15)
- 4) Seventeen(17) Instructor I
- 5) One (1) Clerk I

#### REGISTRAR

- 1) One (1) Registrar III(SG-18)
- 2) One (1) Administrative Assistant I (SG-7)
- 3) One (1) Administrative Aide VI (Clerk III) (SG-6)
- 4) Two (2) Clerk II (SG-4)
- 5) Six (6) (Clerk I)(SG-3)

#### OFFICE OF STUDENT AFFAIRS

- 1) One (1) Assistant College Dept. Head (SG 17)
- 2) One (1) Assistant Professor II(SG-16)
- 3) One (1) Assistant Professor I(SG-15)
- 4) One (1)Clerk II (sg4)
- 5) Two (2) Administrative Aide III

### C. Office of the Vice President for Administration and Finance

- 1) One (I) Administrative Officer V (Cashier III) (SG-18)
- 2) One (1) Clerk II(sg4)

#### BUDGET

- 1) One (1) Administrative Officer II (Administrative Officer I)(SG-11)
- 2) One (1) Clerk I(sg3)

#### ACCOUNTING

- 1) One (1) Accountant III(SG-18)
- 2) One (1) Administrative Assistant I (SG-7)
- 3) One (1) Administrative Aide V (SG-5)
- 4) One (1) Cash Clerk I(sg4)

#### GADTC LIBRARY

- 1) One (1) College Librarian III (SG 18)
- 2) One (1) Librarian II (SG-15)
- 3) One (1) Administrative Aide V (SG 5)

- 4) One (1) Administrative Aide IV (SG 4)
- 5) Two (2) Clerk I (sg3)

#### **SUPPLY & PROPERTY MANAGEMENT OFFICE**

- 1) One (1) Property Custodian (SG 8)
- 2) Two (2) Administrative Aide III (SG-3)

#### **MEDICAL & DENTAL CLINIC**

- 1) One (1) Assistant Professor I (SG 15)
- 2) One (1) Administrative Aide III

#### **GENDER AND DEVELOPMENT, PWD, DRRMC**

- 1) One (1) Assistant Professor II (SG-16)
- 2) One (I) Assistant Professor I (SG 15)

#### **COLLEGE INFORMATION SYSTEM OFFICE**

- 1) One (1) Assistant Professor II (SG-16)
- 2) One (1) Computer Programmer I (SG II)
- 3) One (1) College System Designer
- 4) One (1) Computer Maintenance

#### **GENERAL SERVICES**

- 1) One (1) Assistant Professor II (SG 16)
- 2) Two (2) Construction & Maintenance Capataz (SG-5)
- 3) Two (2) Administrative Aide III (SG 3)
- 4) Twelve (20) Administrative Aide I (SG 1)
- 5) Three (3) Electricians

#### **HUMAN RESOURCE MANAGEMENT**

- 1) One (1) Assistant Professor II (SG-16)
- 2) One (1) Assistant Professor I (SG-15)
- 3) Two (2) Clerk II (sg4)
- 4) Two (2) Clerk I (SG-3)

### **D. Office of the Vice President Quality Management, Alumni and External Affairs**

- 1) One (1) Associate Professor I (SG-19)

#### **CORPORATE COMMUNICATIONS & PROMOTIONS**

- 1) One (1) Assistant Professor I (SG 15)

#### **OUT, PLACEMENT & ALUMNI**

- 1) One (1) Assistant Professor I (SG 15)

#### **RESOURCE GENERATION & LINKAGES**

- 1) One (1) Assistant Professor I (SG 15)

#### **RESEARCH AND COMMUNITY EXTENSION**

1. One (1) Assistant Professor II (SG-16)
2. One (1) Assistant Professor I (SG 15)
3. One (1) Clerk II (SG-4)

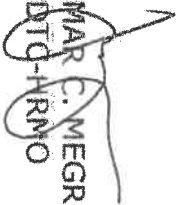
#### **QUALITY MANAGEMENT DEVELOPMENT OFFICE**

- 1) One (1) College Department Head(SG-20)
- 2) One (1) Administrative Officer I (SG-10)
- 2) One (1) Assistant Professor I (SG 15)
- 3) One (1) Clerk II(SG4)

#### **COLLEGE STATISTICIAN**

- 1) One (1) Assistant Professor I (SG15)

Prepared by:

  
ROMAR C. MEGRINO  
GADTCHIRNO

[illegible]

Tentative Retirement Date					1-Apr-21														
UP-NEXT: Ready NOW																			
								Nelyjoy Sabellano											
								Felvys Corpuz											
								Venice Mae											
								Dela Sierra											
								Emiree Palad											
ON-DECK: Ready 1-4 years																			
				Glyza Mie Galvez				Luciano Pondoc		Ilyn Daguman									
								Caryl Jean Donque											
								Edryl Emong											
								Diego Cartajenas											
								Lovely											
								Marvgold											
								Nova Joy Sarno											
								Ryan Ram Elesterio											
HI-POTENTIALS: Ready 5+ years																			
					Jordine Concepcion				Rodolfo Reyes, Jr.										
								Christian Louie Cuizon											

Prepared by:

  
**ILYN R. DAGUMAN, MBA**  
 Dean, IBFS

Noted:

  
**ROMAR MEGRINO, MBA**  
 HRMO

  
**LOVE FALLORAN, MSCRM, LIB**  
 VP for Academic Affairs