### University Relation Office (URO)

The **University Relation Office (URO)** is primarily responsible for the following:

* **Publications**: URO handles the production of key publications such as:
  + **Panorama** (official yearbook for UE graduates)
  + **Annual Report** (to shareholders)
  + **Prospectus**
  + **Student Handbook**
  + Brochures, handbooks, and flyers for various colleges and offices within the **Caloocan Campus**
  + Special publications as required by University Management
* **Public Relations**: URO also manages:
  + Institutional advertising
  + Issuance of press releases and public information regarding UE and its services

### Office of Research Coordination (ORC)

The **Office of Research Coordination (ORC)** plays a significant role in supporting and overseeing research activities at UE, with the following responsibilities:

* **Research Coordination**:
  + Keeps up-to-date records on research studies from different colleges and faculty members, including completed, ongoing, and planned research.
* **Clearing House**:
  + Serves as a clearing office for UE research studies, research reports, and related matters.
* **Technical Assistance**:
  + Provides technical support for ongoing and planned research studies.
* **Training**:
  + Organizes in-house **Research Training Institutes** for faculty and academic staff.
* **Policy Studies**:
  + Undertakes institutional policy studies.
* **Publications**:
  + Publishes the **University Research Bulletin**, featuring completed and ongoing research from colleges and faculty.
* **Collaboration**:
  + Establishes collaborative relationships with research groups and institutions, including the **UE Foundation for Research and Advanced Studies, Inc. (UE-FRASI)**.

### Office of Cultural Affairs (OCA)

The **Office of Cultural Affairs (OCA)** is tasked with promoting and fostering cultural engagement within the UE community. Its main functions include:

* **Cultural Ties**:
  + Establishes and nurtures cultural relationships within and outside the campus.
  + Fosters exchange programs with foreign embassies.
* **Aesthetic Development**:
  + Develops the aesthetic sensibilities of various sectors of the academic community.
* **Student Engagement**:
  + Oversees the selection and recommendations for grants-in-aid and membership in cultural groups like the **Dance Troupe**, **Chorale**, **Band**, and **Drama Company**.

### Office for Quality Assurance (OQA)

The **Office for Quality Assurance (OQA)** is responsible for maintaining and improving the quality of education at UE through the following functions:

* **Accreditation and Certification**:
  + Monitors and oversees the achievement of accreditation and certification goals for the various colleges.
* **Maintaining Certifications**:
  + Ensures the University maintains its current status and certifications such as **Autonomous Status** and **Center for Development**.
* **Training Coordination**:
  + Coordinates quality assurance training needs for both teaching and non-teaching staff.
* **Quality Assurance Mechanisms**:
  + Identifies and implements appropriate quality assurance mechanisms for the University.

Each of these offices plays a key role in supporting the academic, cultural, research, and quality standards of the University of the East, ensuring the institution's growth and development.