SPECIAL ORDER No. 248
Series of 2021

TO	:	**MR. RAPHY DALAN** Faculty, Computer Education & IT Unit
FROM	:	
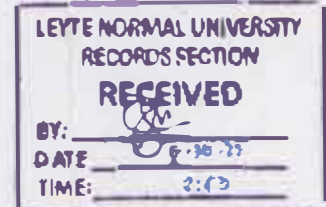
SUBJECT : **DESIGNATION AS DIRECTOR, IT SUPPORT OFFICE**

DATE : **SEPTEMBER 1, 2022**

In the interest of public service, you are hereby designated as Director, IT Support Office of the University Effective, September 1, 2022 to July 31, 2023 or unless earlier revoked. It is understood that this designation carries with it no extra compensation except for Vacation and Sick Leave Credits, privileges and allowances that may be authorized. You are given only three (3) teaching loads, but you will be required to render a combined service of eight (8) hours a day from Monday to Friday.

As such, your task shall include, but are not limited to the following:

1. Develop, maintain and upgrade the LNU Website as a portal for information and communication among stakeholders of the university;
2. Collaborate with the development team to discuss, analyze, or resolve usability issues and address interoperability requirements specially with various university entities;
3. Develop and implement procedures for ongoing website revision especially in terms of aesthetic appeal and content contribution by various university entities;
4. Recommend website improvements, and develop budgets to support recommendations;
5. Document installation or configuration procedures to allow maintenance and repetition;
6. Identify backup or recovery plans;
7. Test issues such as system integration, performance, and system security on a regular schedule or after any major program modification;
8. Evaluate testing routines or procedures for adequacy, sufficiency, and effectiveness;
9. Update and maintain the University's online presence in major platforms such as Wikipedia and social networking sites;
10. Process and store relevant institutional data and provide needed information about the university to requesting agencies;
11. Coordinate with the different units in providing information required for planning, controlling and decision-making of the university;
12. Supervise the Information Technology projects of the University; and
13. Perform other tasks that may be assigned by the University President.

This supersedes any other issuances inconsistent hereto.

FOR YOUR GUIDANCE AND COMPLIANCE.

Cc: VPAS   CAO-Admin   HRMO   Outgoing Designee
        VPAF   CAO-Finance   Records   File
        VPRE   Accounting   COA