Republic of the Philippines

Pangasinan State University

Lingayen, Campus

Lingayen Pangasinan

OFFICE OF THE COLLEGE DEAN

College of Business and Public Administration

COLLEGE MEMORANDUM

**No.: 1, s. 2025**

**Date: 31 March 2025**

To: **CBPA FACULTY MEMBERS**

Subject: **DESIGNATION OF THE OFFICERS-IN-CHARGE OF THE COLLEGE**

1. To ensure continuous supervision of College activities, the following faculty members are

hereby designated as Officers-in-Charge if the undersigned is on official travel or on personal

leave on the following period starting April 1.

Days of the Month Faculty Members

1-5 Mr. Lemuel M. Ventayen

6-10 Mrs. Zshyna Mae V. Ahmed

11-15 Dr. Magnimydel A. Fernandez

16-20 Mr. Jandy Z. Cacapit

21-25

26-31

2. If the faculty member is on official leave, official travel, or personal leave during their

scheduled period as OIC, the faculty member designated for the immediate next five days

shall serve as OIC instead.

3. As OIC of the College, the designated faculty member,s responsible for:

a. disseminating all urgent memoranda/advisories;

b. attending to university/campus meetings;

c. monitoring of reports to be accomplished;

d. signing of Authority to Travel (local travels);

e. informing the College Dean on important and urgent matters; and

f. monitoring daly activities in the College.

4. OICs are further requested to submit a narrative report to the Office on the activities, issues,

and concerns in the College for the said period.

5. For the compliance of all concerned and for the information of everyone.

**FRANK A. PADLAN, DBA**

College Dean CBPA