**Pangasinan State University**

**Lingayen, Pangasinan**

**OFFICE OF THE COLLEGE OF TEACHER EDUCATION**

**P**

Date: **February 13, 2025**

To: **ALL DEPARTMENT CHAIRPERSONS**

**CTE FACULTY MEMBERS**

Subject: **DESIGNATION OF COLLEGE DEAN OFFICER-IN-CHARGE**

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1. For the continuous supervision of the college activities, department chairpersons are hereby designated as officer-in-charge if the college dean is on official travel or on-leave on the following period:

| Days of the Month | Chairperson | Department |
| --- | --- | --- |
| 1-6 | Ms. Alexis Claire R. Raoet | Languages Education |
| 7-12 | Katherine DV. Queroda | Professional Education |
| 13-18 | Maricris M. Sison | Science Education |
| 19-24 | Mr. Leandro A. Fernandez | Social Studies Education |
| 25-31 | Dr. Rosalinda G. Cochico | TechVoc and Livelihood Education |

2. In the event that the dean officer-in-charge is on official travel or personal leave, the college secretary will be designated as the dean officer-in-charge.

3. The officer-in-charge shall be responsible of the following:

a. Monitor the activities of the College of Teacher Education;

b. Ensure the dissemination of memoranda and advisories;

c. Attend university or campus meetings;

d. Sign Authority to Travel in local; and

e. Inform the college dean of the important matters.

4. The officer-in-charge is advised to submit a narrative or monitoring report on the events and the concerns in the college for the certain period.

Thank you so much for your usual cooperation.

**RANDY F. SORIANO, PhD**

Dean, College of Teacher Education

**Approved**:

**RENATO E. SALCEDO, PhD, CESE**

Campus Executive Director