Republic of the Philippines

Pangasinan State University

Lingayen, Pangasinan

COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION

Pangasinan State University - Lingayen Campus

Office Advisory No. 2, Series of 2025

31 March 2025

To: CBPA Faculty Members

Subject: Assignment of officer-In-Charge (OIC) Department Chair

1. In the exigency of service, the following faculty members are hereby

designated as officers-in-charge (OIC) of the College according to the

schedule outlined below if the undersigned is on official travel or leave:

a. April 2025 Prof. LEMUEL M. VENTAYEN

b. May 2025 Prof. ZSHYNA MAE V. AHMED

2. As an OIC-Dean, you are responsible for the following:

a. Daily class monitoring

b. Monitoring of cleanliness and orderliness of rooms and other facilities

c. Attendance to consultations/meetings/ seminars

d. Dissemination of important and urgent information/advisories

e. Preparation and submission of urgent reports

f. Signing of Authority to travel (local) and leave application forms

(immediate and short term)

3. You are expected to update the Dean or Submit narrative reports upon his

return.

4. Your cooperation is highly expected.

Thank you so much.

FRANK A. PADLAN, DBA

Dean, College of Business and Public Administration

Noted by:

RENATO E. SALCEDO, PhD, CESE

Campus Executive Director, Lingayen Campus