



Republic of the Philippines

# TARLAC STATE UNIVERSITY

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THE BOARD OF REGENTS OF THE TARLAC STATE UNIVERSITY  
HELD AT THE BOARD ROOM, CLARK INTERNATIONAL  
AIRPORT CORPORATION, CLARKFIELD,  
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APPROVING THE ADMINISTRATIVE MANUAL OF  
OPERATIONS OF THE TARLAC STATE UNIVERSITY.

Certified Correct:

**AURELIA S. VALENCIA**

Board Secretary V

# TABLE OF CONTENTS

TITLE	PAGE
Title Page .....	i
Table of Contents .....	ii
Brief History of the Tarlac State University .....	12
<b>Chapter 1 THE TARLAC STATE UNIVERSITY</b>	
Section 1 Legal and Institutional Framework of the University .....	14
Section 2 Vision, Mission, and Goals of the University .....	14
Section 3 Core Values of the University .....	14
Section 4 University Logo .....	15
Section 5 University Hymn .....	16
<b>Chapter 2 GOVERNANCE AND ADMINISTRATION OF THE TARLAC STATE UNIVERSITY</b>	
Section 1 Organizational Structure of the University .....	17
Section 2 The Board of Regents .....	18
Section 3 The University President .....	20
Section 4 The Executive Committee .....	20
Section 5 The Executive Council .....	20
Section 6 The Vice-President for Academic Affairs .....	20
Section 7 The Vice-President for Research, Extension, Production and Development .....	21
Section 8 The Vice-President for Student Affairs .....	21
Section 9 The Vice-President for Administration and Finance .....	21
Section 10 The Deans .....	21
Section 11 The Associate Deans .....	21
Section 12 The Program Chairs .....	22
Section 13 The Academic Directors .....	22
Section 14 The Non-Academic Directors .....	22

Section 15	The University Academic Council .....	22
Section 16	The University Administrative Council .....	22
Section 17	University Committees	23
	17.1 Permanent Committees .....	23
	17.2 Ad hoc Committees .....	23
Section 18	University Selection Boards .....	23
 <b>Chapter 3 UNIVERSITY PRESIDENT'S OFFICES</b>		
Section 1	<b>Executive Assistant's Office</b>	
	1.1 Organizational Structure of the Executive Assistant's Office	26
	1.2 Functions and Services of the Executive Assistant's Office	26
	1.3 Duties of the Executive Assistant .....	26
Section 2	<b>University Secretary's Office</b>	
	2.1 Organizational Structure of the University Secretary's Office .....	27
	2.2 Functions and Services of the University Secretary's Office .....	28
	2.3 Duties of the University Secretary .....	28
Section 3	<b>Public Affairs and Information Office</b>	
	3.1 Organizational Structure of the Public Affairs and Information's Office .....	29
	3.2 Functions and Services of the Public Affairs and Information's Office .....	30
	3.3 Duties of the Public Affairs and Information Director ...	31
Section 4	<b>Internal Audit Services Office</b>	
	4.1 Organizational Structure of the Internal Audit Services Office .....	32

4.2 Functions and Services of the Internal Audit Services Office .....	32
4.3 Duties of the Internal Audit Services Office Director ....	33
<b>Section 5 Quality Assurance Office</b>	
5.1 Organizational Structure of the Quality Assurance Office	34
5.2 Functions and Services of the Quality Assurance Office	34
5.3 Duties of the Quality Assurance Office Director .....	35
<b>Section 6 International Affairs and Studies Office</b>	
6.1 Organizational Structure of the International Affairs and Studies Office .....	36
6.2 Functions and Services of the International Affairs and Studies Office .....	37
6.3 Duties of the International Affairs and Studies Office Director .....	38
<b>Section 7 Planning and Development Office</b>	
7.1 Organizational Structure of the Planning and Development Office .....	40
7.2 Functions and Services of the Planning and Development Office .....	40
7.3 Duties of the Planning and Development Office Director	41
<b>Section 8 Management and Information Systems Office</b>	
8.1 Organizational Structure of the Management and Information Systems Office .....	42
8.2 Functions and Services of the Management and Information Systems Office .....	42
8.3 Duties of the Management and Information Systems Office Director .....	43

**Chapter 4 VICE-PRESIDENT FOR ACADEMIC AFFAIRS: COLLEGES AND ACADEMIC OFFICES**

**Section 1 Colleges**

1.1 Organizational Structure of Colleges .....	45
1.2 Functions and Services of the Colleges .....	45
1.3 Duties of the College Deans .....	46
1.4 Duties of the College Associate Deans .....	46
1.5 Duties of the Program Chairs .....	46
1.6 Duties of the College Coordinators .....	47
1.7 Duties of the Faculty Members .....	48

**Section 2 Academic Offices**

**2.1 Registration and Admissions Office**

2.1.1 Organizational Structure of the Registration and Admission Office .....	50
2.1.2 Functions and Services of the Registration and Admission Office .....	50
2.1.3 Duties of the Registration and Admission Office Director .....	51

**2.2 National Services Training Program Office**

2.2.1 Organizational Structure of the National Services Training Program Office .....	52
2.2.2 Functions and Services of the National Services Training Program Office .....	52
2.2.3 Duties of the National Services Training Program Office Director .....	53

**Chapter 5 VICE-PRESIDENT FOR RESEARCH, EXTENSION, PRODUCTION AND DEVELOPMENT OFFICE**

<b>Section 1 University Research Office</b>	<b>55</b>
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1.1	Organizational Structure of the University Research Office .....	55
1.2	Functions and Services of the University Research Office .....	56
1.3	Duties of the University Research Office Director .....	57
Section 2	<b>University Extension Services Office</b>	
2.1	Organizational Structure of the University Extension Services Office .....	58
2.2	Functions and Services of the University Extension Services Office .....	58
2.3	Duties of the University Extension Services Office Director .....	59
Section 3	<b>Production Office</b>	
3.1	Organizational Structure of the Production Office .....	60
3.2	Functions and Services of the Production Office .....	60
3.3	Duties of the Production Office Director .....	61
Section 4	<b>Professional Development and Consultancy Services Office</b>	
4.1	Organizational Structure of the Professional Development and Consultancy Services Office .....	62
4.2	Functions and Services of the Professional Development and Consultancy Services Office .....	62
4.3	Duties of the Professional Development and Consultancy Services Office Director .....	63
Section 5	<b>Center for Tarlaqueño Studies</b>	
5.1	Organizational Structure of the Center for Tarlaqueño Studies .....	64
5.2	Functions and Services of the Center for Tarlaqueño Studies .....	64
5.3	Duties of the Center for Tarlaqueño Studies Director .....	65

<b>Section 6 Pamantasang Sentro ng Wikang Filipino</b>	
6.1 Organizational Structure of the Pamantasang Sentro ng Wikang Filipino .....	66
6.2 Functions and Services of the Pamantasang Sentro ng Wikang Filipino .....	66
6.3 Duties of the Pamantasang Sentro ng Wikang Filipino Director .....	67
<b>Section 7 Center for Gender and Development</b>	
7.1 Organizational Structure of the Center for Gender and Development .....	68
7.2 Functions and Services of the Center for Gender and Development .....	68
7.3 Duties of the Center for Gender and Development Director .....	69

**Chapter 5 VICE-PRESIDENT FOR STUDENT AFFAIRS OFFICES**

<b>Section 1 Center for Guidance and Counseling</b>	
1.1 Organizational Structure of the Center for Guidance and Counseling .....	70
1.2 Functions and Services of the Center for Guidance and Counseling .....	71
1.3 Duties of the Center for Guidance and Counseling Director .....	72
<b>Section 2 Student Development Office</b>	
2.1 Organizational Structure of the Student Development Office .....	73
2.2 Functions and Services of the Student Development Office .....	74
2.3 Duties of the Student Development Office Director .....	74

Section 3	<b>Endowment and Scholarship Office</b>	
3.1	Organizational Structure of the Endowment and Scholarship Office .....	75
3.2	Functions and Services of the Endowment and Scholarship Office .....	75
3.3	Duties of the Endowment and Scholarship Office Director .....	76
Section 4	<b>Center for Testing and Evaluation</b>	
4.1	Organizational Structure of the Center for Testing & Evaluation .	77
4.2	Functions and Services of the Center for Testing & Evaluation	77
4.3	Duties of the Center for Testing & Evaluation Director	78
Section 5	<b>Culture and Arts Office</b>	
5.1	Organizational Structure of the Culture & Arts Office ... ..	79
5.2	Functions and Services of the Culture & Arts Office .....	79
5.3	Duties of the Culture & Arts Office Director .....	80
Section 6	<b>Sports Development Office</b>	
6.1	Organizational Structure of the Sports Development Office .....	82
6.2	Functions and Services of the Sports Development Office .....	82
6.3	Duties of the Sports Development Office Director	83
Section 7	<b>Medical Service Office</b>	
7.1	Organizational Structure of the Medical Service Office ..	85
7.2	Functions and Services of the Medical Service Office .....	85-87



7.3 Duties of the Medical Service Office Director .....	88
<b>Section 8 Dental Service Office</b>	
8.1 Organizational Structure of the Dental Service Office ...	89
8.2 Functions and Services of the Dental Service Office .....	89
8.3 Duties of the Dental Service Office Director .....	90
<b>Section 9 Library Management and Service Office</b>	
9.1 Organizational Structure of the Library Management and Service Office .....	91
9.2 Functions and Services of the Library Management and Service Office .....	91
9.3 Duties of the Library Management and Service Office Director .....	92
<b>Section 10 Alumni Office</b>	
10.1 Organizational Structure of the Alumni Office .....	93
10.2 Functions and Services of the Alumni Office .....	93
10.3 Duties of the Alumni Office Director .....	94
<b>Chapter 7 VICE-PRESIDENT FOR ADMINISTRATION AND FINANCE OFFICES</b>	
<b>Section 1 Accounting Office</b>	
1.1 Organizational Structure of the Accounting Office .....	96
1.2 Functions and Services of the Accounting Office .....	96
1.3 Duties of the Accounting Office Director .....	97
<b>Section 2 Budget Management Office</b>	
2.1 Organizational Structure of the Budget Management Office .....	98

	2.2 Functions and Services of the Budget Management Office	99-100
	2.3 Duties of the Budget Management Office Director . . . . .	101
<b>Section 3</b>	<b>Cashiering Office</b>	
	3.1 Organizational Structure of the Cashiering Office . . . . .	102
	3.2 Functions and Services of the Cashiering Office . . . . .	102
	3.3 Duties of the Cashiering Office Director . . . . .	103
<b>Section 4</b>	<b>Business and Auxiliary Service Office</b>	
	4.1 Organizational Structure of the Business and Auxiliary Service Office . . . . .	104
	4.2 Functions and Services of the Business and Auxiliary Service Office . . . . .	105
	4.3 Duties of the Business and Auxiliary Service Office Director . . . . .	106
<b>Section 5</b>	<b>Administrative Service Office</b>	
	5.1 Organizational Structure of the Administrative Service Office . . . . .	107
	5.2 Functions and Services of the Administrative Service Office . . . . .	107-108
	5.3 Duties of the Administrative Service Office Director . . . . .	109-110
<b>Section 6</b>	<b>Human Resource Management and Development Office</b>	
	6.1 Organizational Structure of the Human Resource Management and Development Office . . . . .	111
	6.2 Functions and Services of the Human Resource Management and Development Office . . . . .	111-113
	6.3 Duties of the Human Resource Management and Development Office Director . . . . .	113-114
<b>Section 7</b>	<b>Central Records Office</b>	
	7.1 Organizational Structure of the Central Records Office	115

	7.2 Functions and Services of the Central Records Office . . .	115-116
	7.3 Duties of the Central Records Office Director . . . . .	116-117
<b>Section 8</b>	<b>Procurement Office</b>	
	8.1 Organizational Structure of the Procurement Office . . . .	118
	8.2 Functions and Services of the Procurement Office . . . . .	118-119
	8.3 Duties of the Procurement Office Director . . . . .	120
<b>Section 9</b>	<b>Physical Plant and Facilities Office</b>	
	9.1 Organizational Structure of the Physical Plant and Facilities Office . . . . .	121
	9.2 Functions and Services of the Physical Plant and Facilities Office . . . . .	121
	9.3 Duties of the Physical Plant and Facilities Office Director . .	122
<b>Section 10</b>	<b>Supply and Property Management Office</b>	
	10.1 Organizational Structure of the Supply and Property Management Office . . . . .	123
	10.2 Functions and Services of the Supply and Property Management Office . . . . .	123
	10.3 Duties of the Supply and Property Management Office Director . . . . .	124
<b>Section 11</b>	<b>Infrastructure Management Office</b>	
	11.1 Organizational Structure of the Infrastructure Management Office . . . . .	125
	11.2 Functions and Services of the Infrastructure Management Office . . . . .	125-126
	11.3 Duties of the Infrastructure Management Office Director	126-127

Section 12	<b>General Service Office</b>	
12.1	Organizational Structure of the General Service Office .	128
12.2	Functions and Services of the General Service Office . .	128
12.3	Duties of the General Service Office Director . . . . .	129
Section 13	<b>Civil Security Office</b>	
13.1	Organizational Structure of the Office of Civil Security	130
13.2	Functions and Services of the Office of Civil Security . .	130-132
13.3	Duties of the Office of Civil Security Director . . . . .	133
 <b>Chapter 9 Miscellaneous Provisions</b>		
Section 1	<b>Amendments and Subsequent Issuances</b> . . . . .	134
Section 2	<b>Separability Clause</b> . . . . .	134
Section 3	<b>Repealing Clause</b> . . . . .	134
Section 4	<b>Effectivity</b> . . . . .	134
 <b>Appendices</b>		
	Republic Act No. 6764	135
	Republic Act No. 8292	142
	TSU Board of Regents Resolutions	
	TSU Administrative Orders	

## **BRIEF HISTORY OF THE TARLAC STATE UNIVERSITY**

### **Tarlac Trade School, 1906-1959**

In 1909, under the auspices of the provincial government and the Provincial High School, this school began to include secondary students. By 1921, it evolved into a full secondary school. In 1931, the trade school was annexed to Tarlac High School during the principalship of **Russel Taylor**. In 1946, immediately after the war, Tarlac Trade School was officially separated from the Tarlac High School, with the appointment of Manuel T. Espinosa as its principal.

### **Tarlac School of Arts and Trades, 1959-1965**

In 1959, the Congress of the Philippines approved House Bill 1006, jointly sponsored by then Congressman Constanca Castaneda and Jose Roy, converting Tarlac Trade School into Tarlac School of Arts and Trades (TSAT) with Mr. Espinosa as its first Superintendent.

### **Tarlac College of Technology, 1965-1989**

In 1965, through the passage of Republic Act No. 4337, TSAT acquired its full-fledged status as a college, the Tarlac College of Technology (TCT). Among the provisions, the law called for the merging of TSAT with Tarlac National Agricultural School in Camiling, Tarlac. **Dr. Mario Manese** was appointed as its first president (1965-1972).

Prof. Jack Smith replaced Dr. Manese in 1972 as TCT President. During his tenure, Presidential Decree No. 609 of 1972 instructed the separation of TCT from its agriculture component which became the present Tarlac College of Agriculture.

In 1976, the TCT organized the Graduate School offering Master of Arts in Education major in Guidance and Counseling and Educational Management. In 1978, the TCT set-up degree programs in Master of Public Administration, Bachelor of Science in Business Administration, and the revised two-year Trade Technical Education, and in 1989, the Bachelors of Science in Architecture and Elementary Education. **Dr. Ernesto Cosme** was designated Officer-in-Charge in September 1984, eventually becoming the TCT's third and last president.

## **Chapter 1**

### **Tarlac State University, 1989-present**

President Corazon C. Aquino signed Republic Act No. 6764 converting TCT into Tarlac State University (TSU) with Dr. Cosme as Acting President. The conversion was made possible through the sponsorship of Tarlac's three congressional district representatives namely, Jose Cojuangco, Jr., Jose Yap and Herminio S. Aquino.

The following served as TSU presidents that saw the growth of the institution:

**Dr. Alejandro Fernandez**, August 1990 to September 1994

**Dr. Rodolfo Y. Baking**, September 1994 to December 1996

**Dr. Dolores G. Matias**, December 1996 to March 2006

**Dr. Priscilla C. Viuya**, March 2006 – March 2014

**Dr. Myrna Q. Mallari**, March 2014 to present

# THE TARLAC STATE UNIVERSITY

## Section 1 Legal and Institutional Framework of the University

The Tarlac State University was established by virtue of Republic Act No. 6784 or An Act converting the Tarlac College of Technology into a State University to be known as Tarlac State University (TSU) and authorizing the appropriation of funds therefor.

The Act was passed by the House of Representatives and the Senate on August 17, 1989 and August 18, 1989, respectively. It was approved by President Corazon C. Aquino on October 13, 1989.

## Section 2 Vision, Mission and Goals of the University

- 2.1. **Vision:** Tarlac State University is envisioned to be a premier university in the Asia-Pacific region.
- 2.2. **Mission:** Tarlac State University commits to promote and sustain the offering of quality and relevant programs in higher and advanced education ensuring equitable access to education for people empowerment, professional development, and global competitiveness.
- 2.3. **Goals:**
  1. To uphold academic excellence and establish its position as a premier university in the region;
  2. To reinforce the stature of the University as a Research Institution responding to the development of Science and Technology;
  3. To enhance and strengthen partnership with LGUs, private organizations, and individuals in community development and people empowerment; and
  4. To enhance income generating projects.

## Section 3 Core Values of the University

The six (6) core values institutionalized as a way of life of the university community are:

- E - xcellence and Enhanced Competence
- Q - uality
- U - nity

- I - ntegrity and Involvement
- T - rust in God, Transparency and True Commitment
- Y - earning for Global Competitiveness

#### **Section 4 University Logo**



The TSU Logo has the following features:

##### **4.1. Shape**

The seal is concentric. A smaller circle is enclosed by a wider circle. A triangle is designed inside the narrower core circle.

##### **4.2. Colors**

The seal has a golden – yellow background in the outer circle and maroon in the inner circle which represents the colors of the province of Tarlac. These two colors also represent Technological Education which was the original nature of TSU as a technological institution.

##### **4.3. Designs Embossed on the Face**

1906 – Foundation date of the University with the passage of Act 6764 converting TCT into TSU.

The triangle stands for stability and represents the interdependent equal tri-functions of the University namely: Instruction, Research, and Extension.

Inside the triangle are: Sun (similar to that found in the Philippine flag) which symbolizes the State and the two open human arms which remind us of a person ready to uphold and protect the State.



Outside the triangle are: A Gear which symbolizes Technology and Technological development. An Owl which signifies Knowledge and Education; and five V-shaped exhausts/pipes that stand for the University Resources. All these symbols represent the kind of curricular education, training and development offered by the Institution (Arts and Letters, Architecture and Fine Arts, Science and Technology, Business and Accountancy, Public Administration, Computer Studies, Education, Law, Human Kinetics, Engineering, Nursing and all other comprehensive services and programs it may offer in the future).

## **Section 5 University Hymn**

With hearts elated, voices united  
Let's sing TSU, our beloved  
To seek and find our destiny  
Loyal to thee, we have to be

Within thy portals dear TSU  
We learn the ways of democracy  
The truth which shall set us free  
From ignorance, wants and tyranny

With skills and knowledge inebriate us  
With wisdom and love nurture us  
The true sons of peace and prosperity  
Thy fruits will ever be  
Beloved Alma Mater, Dear TSU

## Chapter 2

### GOVERNANCE AND ADMINISTRATION OF THE TARLAC STATE UNIVERSITY

#### Section 1 Organizational Structure of the University

The governance of Tarlac State University shall be vested in a Board of Regents as constituted by law while The administration of Tarlac State University shall be vested exclusively to the President as authorized by the Board of Regents.

#### Section 2 The Board of Regents.

2.1. Composition. The Board of Regents is composed of the following:

- 2.1.1. Chairman of the Commission on Higher Education as Chairman
- 2.1.2. Chairman of the Congressional Committees on Education
- 2.1.3. The Regional Director of the National Economic Development Authority (NEDA) where the main campus of the University is located, Member;
- 2.1.4. The Regional Director of the Department of Science and Technology (DOST), Member;
- 2.1.5. The President of the Faculty Association, Member;
- 2.1.6. The President of the Supreme Students Council or the student-representative elected by the student council; provided, that in the absence of a student council president or a student representative elected by the council, the University shall schedule one (1) week for campaign and election of a student representative, Member;
- 2.1.7. The President of the Alumni Association of the University, Member; and
- 2.1.8. Two (2) prominent citizens who have distinguished themselves in their professions or fields of specialization chosen from among a list of at least five (5) persons qualified in the Province of Tarlac where the University is located, as recommended by the search committee constituted by the President in consultation with the Chair of the CHED based on the normal standards and qualifications for the position, Members.

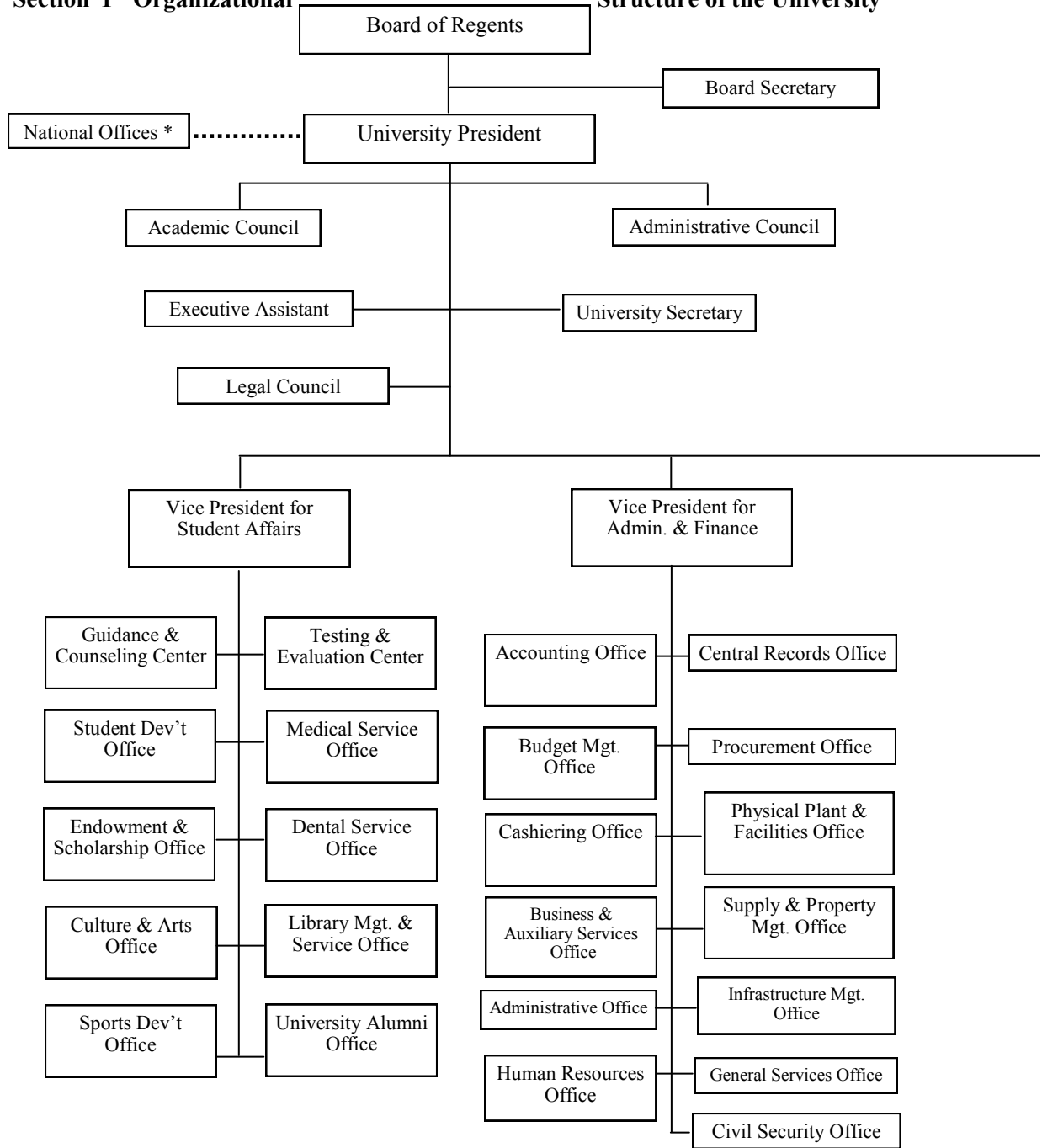
2.2 Powers. The Board of Regents shall exercised all the powers granted to the Board of Directors of a corporation under corporat

## Chapter 2

### GOVERNANCE AND ADMINISTRATION OF THE TARLAC STATE UNIVERSITY

#### Section 1 Organizational

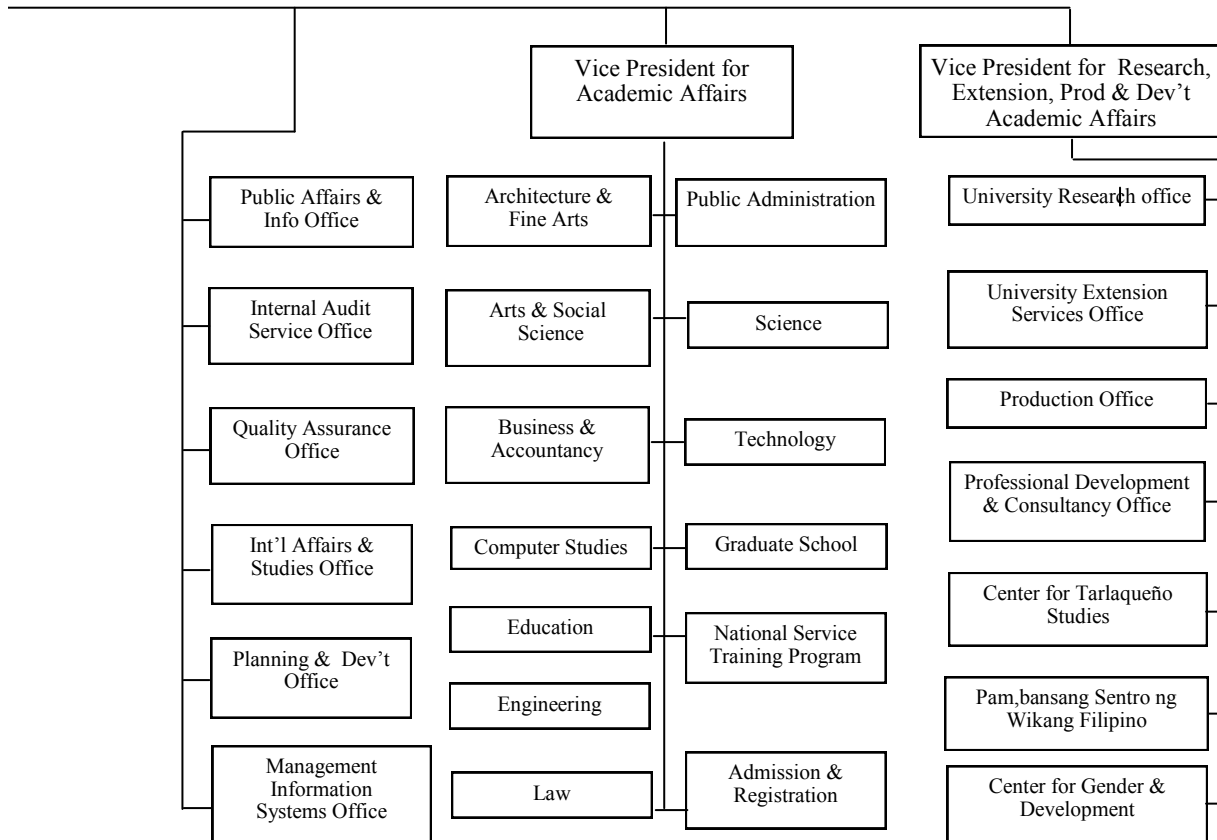
#### Structure of the University



## Chapter 2

### GOVERNANCE AND ADMINISTRATION OF THE TARLAC STATE UNIVERSITY

#### Section 1 Organizational Structure of the University



ion Section 36 of Batas Pambansa Blg. 68 otherwise known as the Corporation Code of the Philippines and the specific powers and duties specified under Republic Act No. 8292 otherwise known as Higher Education Modernization Act of 1997.

### **Section 3 The University President**

The President serves as the head of the Tarlac State University, who shall render full-time service. He shall be appointed by the Board of Regents/Trustees, upon the recommendation of a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term: Pro vided, that this provision shall not adversely affect the terms of the Incumbents.

The president shall be assisted by a vice president for academic affairs who shall be appointed by the Board upon the former's re- commendation without prejudice to the appointment of more than one vice president when so warranted.

- 3.1 **Powers.** The president shall have the power to carry out general policies laid down by the Board of Regents and to exercise specific powers as provided for in the TSU Code.

### **Section 4 The Executive Committee**

- 4.1 **Composition.** The Executive Committee or known as EXECOM of the Tarlac State University shall be composed of the President, Vice Presidents, Executive Assistant, the designated Presiding Officer under the Office of the President, Director of Planning, Director of Budget, Director of Quality Assurance and the Director of Office of International Affairs and Studies.

### **Section 5 The Executive Council**

- 5.1 **Composition.** The Executive Council of the Tarlac State University shall be composed of the President, Vice Presidents, the designated Presiding Officer under the Office of the President, Director of Planning, Director of Budget.

### **Section 6 The Vice President for Academic Affairs**

The Vice-President of Academic Affairs shall be appointed by the President of the University, such appointment shall be confirmed by the Board of Regents. He/She is charged with reviewing academic personnel policies learning and instructional advancement, research, developing academic standards, setting the direction of academic linkages, shall be directly responsible to the President and other academic activities of the University.

### **Section 7 The Vice President for Research, Extension, Production, and Development**

The Vice-President for Research, Extension Production and Development shall be appointed by the President of the University and recommended for confirmation by the Board of Regents. He/ She provides executive-level leadership and vision in the administration of a comprehensive range of services, policies and procedures related to research, extension, production and development functions of the university.

#### **Section 8 The Vice President for Student Affairs**

The Vice-President for Student Affairs shall be appointed by the President of the University and recommended for confirmation by the Board of Regents. He/ She provides executive-level leadership and vision in the administration of a comprehensive range of services, policies and procedures related to student affairs programming, planning and strategically-related functions.

#### **Section 9 The Vice President for Administration and Finance**

The Vice President for Administration shall be appointed by the President of the University and recommended for confirmation by the Board of Regents. He/ She is charged with reviewing administrative personnel policies, fiscal policies and operations; security, peace and order; and performing all other functions.

#### **Section 10 The Deans**

The Dean is/are appointed by the Board of Regents upon the recommendation of the President of the University. He/she shall act as presiding officer of the faculty of the college and exercise such other administrative duties which the Board of Regents may prescribe, on recommendation of the President of the university.

#### **Section 11 The Associate Deans**

The Associate Dean is appointed by the Board of Regents upon the recommendation of the President of the University. He/she shall act as presiding officer of the faculty of the college and exercise such other administrative duties in the absence of the dean.

#### **Section 12 The Program Chairs**

The chair of the program shall be designated by the dean to plan and organize the activities of an assigned program; to work with faculty in program development and planning; to provide highly responsible faculty member; to manage the activities of faculty and staff.

#### **Section 13 The Academic Directors**

The Academic Director is appointed by the Board of Regents upon the recommendation of the President of the University. He/she shall act as presiding officer of the personnel of an academic office and exercise such other administrative duties which the Board of Regents may prescribe, upon the recommendation of the President of the university.

#### **Section 14 The Non-Academic Directors**

The Non-Academic Director is appointed by the Board of Regents upon the recommendation of the President of the University. He/she shall act as presiding officer of the personnel of the non-academic office and exercise such other administrative duties which the Board of Regents may prescribe, upon the recommendation of the President of the university.

#### **Section 15 The University Academic Council**

There shall be an academic council with the president of the university or college as Chairman and all members of the instructional staff with the rank of not lower than assistant professor as members.

The Academic Council shall have the power to review and recommend the curricular offerings and rules of discipline of the university or college subject for appropriate action of the Board of Regents. It shall fix the requirements for the admission of students as well as for graduation and the conferment of degrees subject to review and/or approval by the Board of Regents through the president of the university.

#### **Section 16 The University Administrative Council**

There shall be an Administrative Council of the University consisting of the President of the University as Chairman, the Vice-Presidents, Deans, Associate Deans, Academic and Non-academic Directors and other officials of equal rank as members, and whose duty is to review and recommend to the Board of Regents/Trustees policies governing the administration, management and development planning of the university or college for appropriate action.

#### **Section 17 University Committees**

##### **17.1. Permanent Committees**

The university shall have the following permanent committees:

Bids and Awards Committee, Presidents Committee on Culture and Arts, University Library Committee, Review Committee on Grievance and Discipline, Academic Council Committee on Grievance and Discipline, University Research Evaluation Committee, University Extension Evaluation

Committee, Faculty Scholarship, Training and Development Committee, University Book Evaluation Committee.

## **17.2. Ad hoc Committees**

In the efficient and effective management and operation of the University's programs, projects and activities Ad Hoc Committees maybe created and functions established.

## **Section 18 University Selection Boards**

### **18.1 Faculty Selection Board (FSB)**

**18.1.1. Composition:** The members of the Faculty Selection Board shall be following:

- a)The Vice President for Academic Affairs as Chairman;
- b)The Dean/Director/Chairman/Head of the department or the unit where the vacancy exists;
- c)The President of the TSU Faculty Union (TSUFU);
- d)Director of the University Extension Office;
- e)Director of the University Research Office;
- f)A faculty member in the specialization concerned designated by the Vice President for Academic Affairs/or the Dean concerned;
- g)The Chairman of the NBC Evaluation Committee; and
- h) The HRMO who shall serve as its Secretary.

**18.1.2 Functions of the Faculty Selection Board .** Faculty Selection Board (FSB) which shall assist the President is assessing and selecting qualified applicants or candidates for appointment to faculty ranks/positions.

The FSB shall formulate its guidelines for screening, consistent with the existing policies.

### **18.2 TSU Selection and Promotion Board for Non-Teaching Personnel**

**18.2.1. Composition:** The members of the TSU Selection and Promotion Board for Non-Teaching Personnel shall be following:

- a) The Vice President for Administration and Finance as Chair-

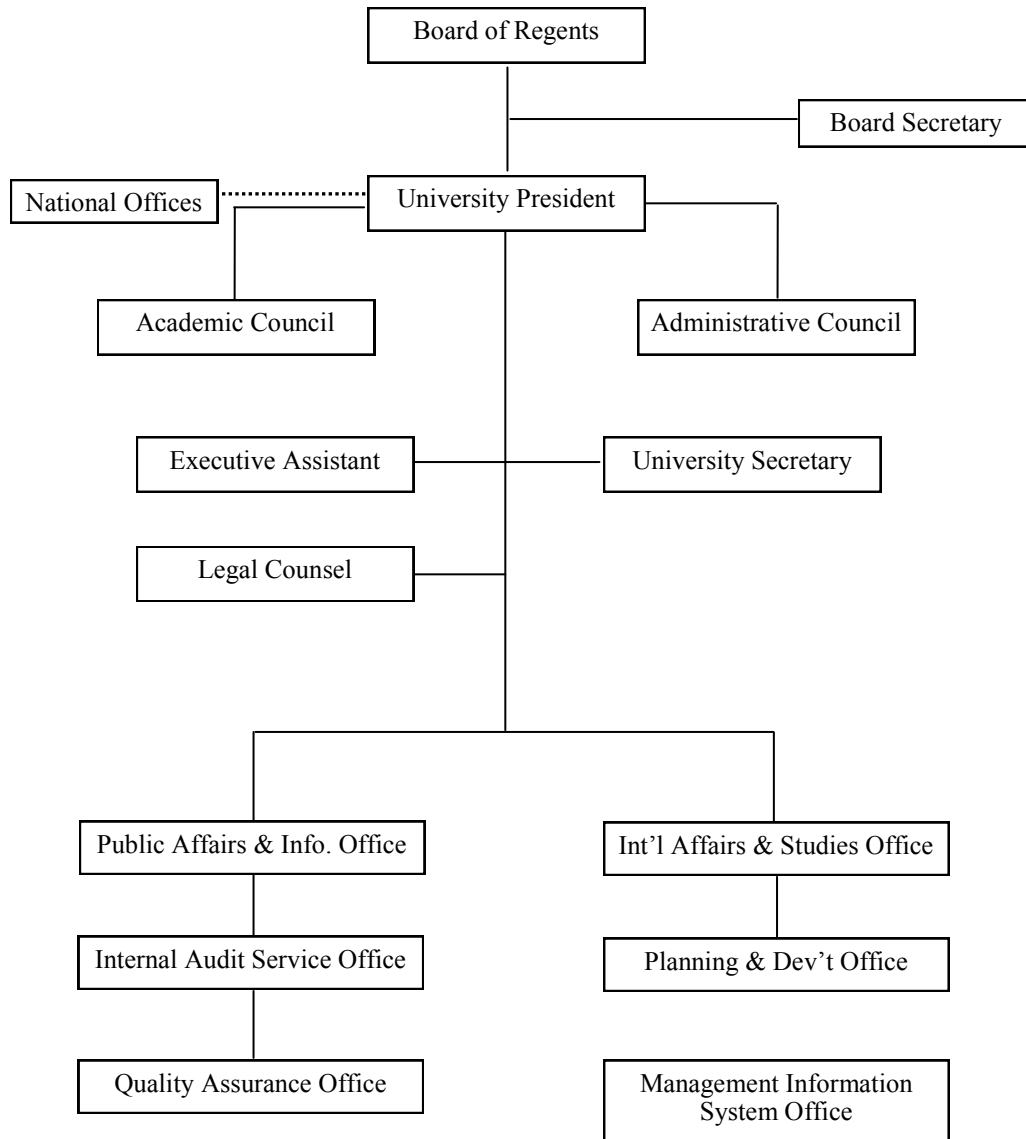


man;

- b) The Director of the Administrative Services
- c) The Director of the Human Resource Management and Development Office;
- b) Chairman/Head of the department or the unit where the vacancy exists;
- d) NASA Representative for Level 1 and 2;

**Chapter 3**  
**UNIVERSITY PRESIDENT**

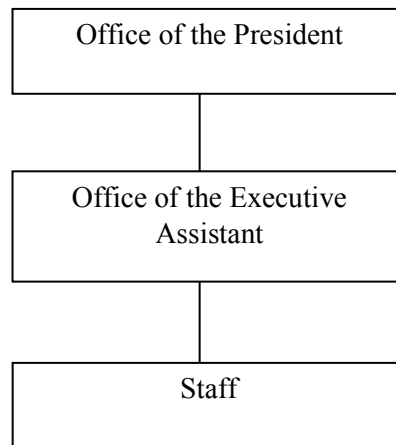
**4.1. ORGANIZATIONAL STRUCTURE**



## Section 1

### EXECUTIVE ASSISTANT'S OFFICE

#### 1.1. ORGANIZATIONAL STRUCTURE



#### 1.2. FUNCTIONS AND SERVICES OF THE EXECUTIVE ASSISTANT'S OFFICE

- 1.2.1. Production of Information by transcribing, inputting, and transmitting data;
- 1.2.2. Assistance to the President by reading, researching correspondence;
- 1.2.3. Drafting of letters and documents;
- 1.2.4. Collecting and analysis of information;
- 1.2.5. Representation of the President by attending meetings or functions in the President's absence or her Vice President's default;
- 1.2.6. Maintenance of clientele confidence and protects operations by keeping information confidential;
- 1.2.7. Completes projects by assigning works to clerical staff and key personnel;
- 1.2.8. Maintenance of professional knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in external linkages;
- 1.2.9. Contribution to team effort by accomplishing related results as needed;
- 1.2.10. Performance of other related functions as assigned by the executive.

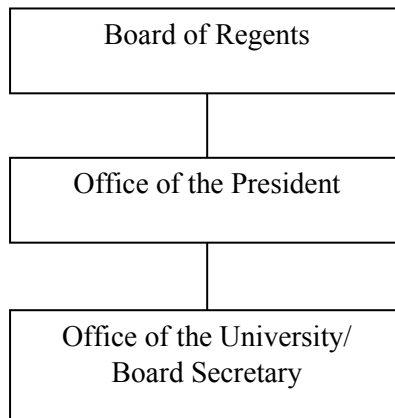
### **1.3. DUTIES OF THE EXECUTIVE ASSISTANT**

- 1.3.1. Read official correspondence and summarize contents for use of the Chief Executive;
- 1.3.2. Draft various memoranda, communications and correspondences;
- 1.3.3. Perform other related functions assigned by proper authorities.

## Section 2

### UNIVERSITY SECRETARY'S OFFICE

#### 2.1. ORGANIZATIONAL STRUCTURE



#### 2.2. DUTIES OF THE UNIVERSITY SECRETARY

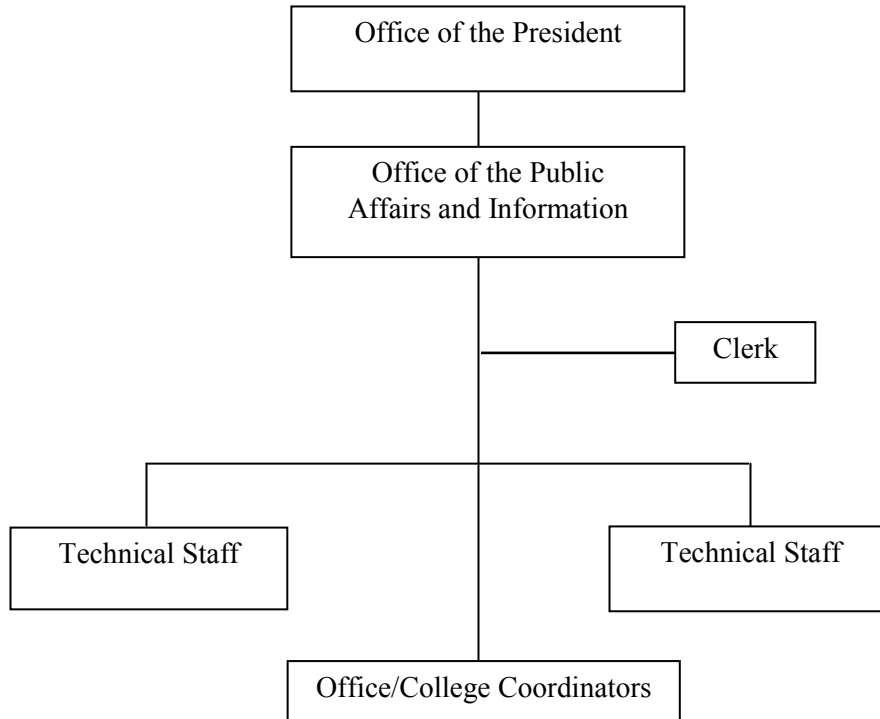
- 2.3.1. Keep the official records of the University;
- 2.3.2. Serves as the Secretary of the Academic Council and Administrative Council;
- 2.3.3. Solicit agenda from the various sectors of the University;
- 2.3.4. Issues the Notices of Meetings of the Academic council and Administrative Council;
- 2.3.5. Prepare the Minutes of the Meetings;
- 2.3.6. Submits Reports as needed by the Chief Executive;
- 2.3.7. Performs other related functions assigned by the proper authorities.



**Section 3**

**PUBLIC AFFAIRS AND INFORMATION OFFICE**

**3.1. ORGANIZATIONAL STRUCTURE**



**3.2. FUNCTIONS AND SERVICES OF THE PUBLIC AFFAIRS AND INFORMATION'S OFFICE**

- 3.2.1. The office is responsible for internal and external dissemination of information regarding university matters as well as community relations that shall promote and enhance the public image of the University. Public/Media relations and communications, that includes fielding media conferences, developing university - related stories for general release.
- 3.2.2. Gather and consolidate information pertaining to important activities undertaken, programs, and project of the University. In-charge of online news and announcements through University system's website and maintain the monthly newsletter TSU Bulletin.
- 3.2.3. The OPAI may also serve as the point of entry for community organizations/establishments that wish to work with the University on programs across the system, specifically on job postings and holding of activities within the University premise.

### **3.3. DUTIES OF THE PUBLIC AFFAIRS AND INFORMATION DIRECTOR**

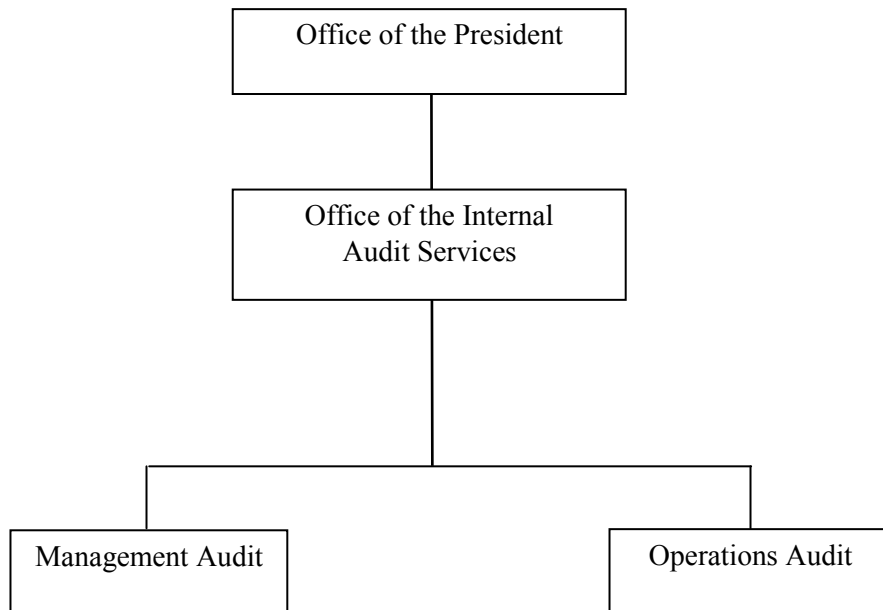
- 3.3.1. Assists in promoting the University programs, faculty, and services to the public.
- 3.3.2. Assist local, national, or international media with news gathering.
- 3.3.3. Respond to media inquiries.
- 3.3.4. Arranges for reporters to interview faculty and staff.
- 3.3.5. Manage/oversees the publication of TSU Bulletin and posting of news content and announcements in the University website.
- 3.3.6. Provides campus offices phone (landline/cellular) and e-mail directories.
- 3.3.7. Regulates posting and approval of advertisements/announcements.
- 3.3.8. Serves as University tour guide to visitors who request for such.
- 3.3.9. Disseminates necessary information on University undertakings, programs through bulletin boards strategically located in some areas of the campus and/or through the public address system.



## Section 4

### INTERNAL AUDIT SERVICES OFFICE

#### 4.1. ORGANIZATIONAL STRUCTURE



#### 4.2. FUNCTIONS AND SERVICES OF THE INTERNAL AUDIT SERVICES OFFICE

- 4.2.1 Advise the President of the University on all matters relating to management control and operations audits;
- 4.2.2. Conduct management and operations audits of college/office functions, programs, projects, activities with outputs, and determine the degree of compliance with their mandates, policies, government regulations, established objectives, systems and procedures/processes and contractual obligations;
- 4.2.3. Review and appraise the systems and procedures, organizational structures, asset management practices, financial and management records, reports and performance standards;
- 4.2.4. Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action; and

- 4.2.5. Perform such other related duties and responsibilities as may be assigned by the President or as may be required by law.

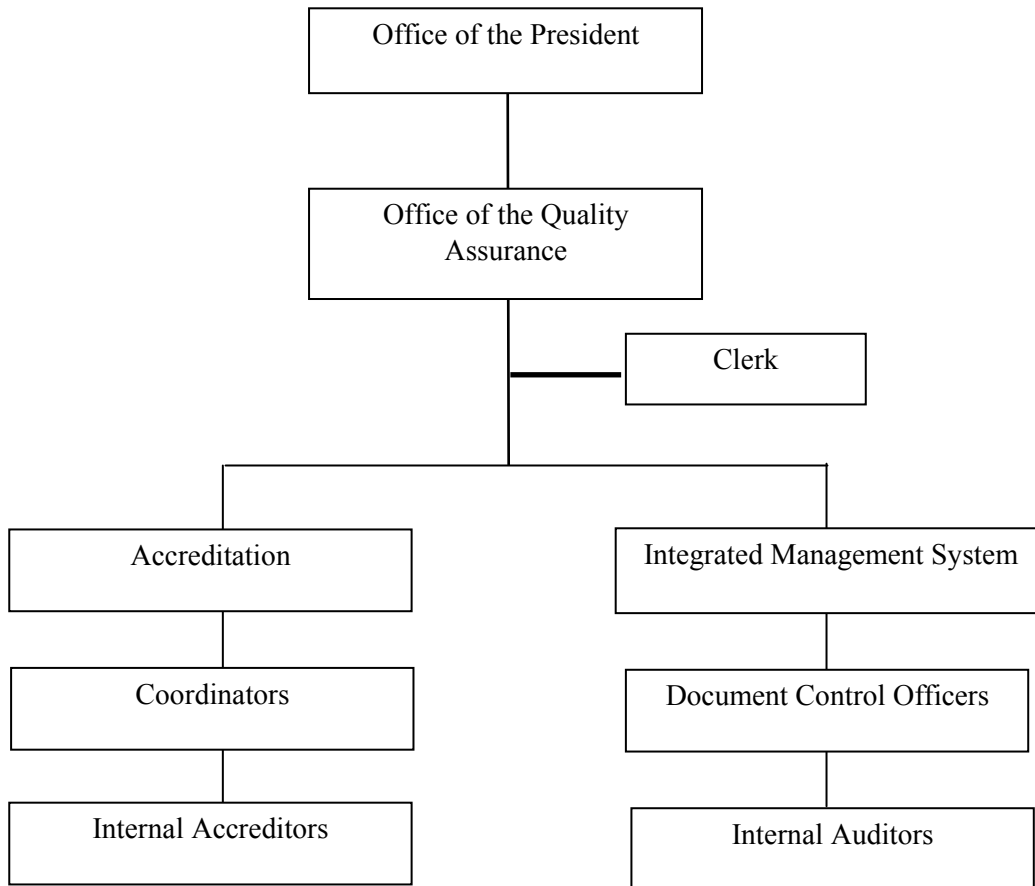
#### **4.3. DUTIES OF THE INTERNAL AUDIT SERVICES OFFICE DIRECTOR**

- 4.3.1. Ensure the efficient and effective operation of the Internal Audit function;
- 4.3.2. Lead the development of the internal audit strategic plan and annual work plan that outlines the objectives and proposed internal audit coverage;
- 4.3.3. Recommend approval of internal audit plans to the President of the University;
- 4.3.4. Ensure support of management in the conduct of internal audits;
- 4.3.5. Assess progress of audit projects toward achieving internal audit plans;
- 4.3.6. Review and approve written audit reports submitted by lead auditors;
- 4.3.6. Direct auditors to review and monitor if corrective actions and recommendations accepted by management are implemented;
- 4.3.7. Conduct audit client survey after the audit;
- 4.3.8. Determine training needs of staff;
- 4.3.9. Responsible for work performance and discipline of staff;
- 4.3.10. Assess performance of staffs; and
- 4.3.11. Perform others tasks as may be assigned by the President of the University.

**Section 5**

**QUALITY ASSURANCE OFFICE**

**5.1. ORGANIZATIONAL STRUCTURE**



**5.2. FUNCTIONS AND SERVICES OF THE QUALITY ASSURANCE OFFICE**

The Quality Assurance Office of the University shall;

- 5.2.1 Plan and implement the internal assessment of the University activities, processes and resources towards enhancing its accreditation status and maintaining its international certifications;
- 5.2.2 Conduct internal quality audits at planned intervals towards maintenance of its accreditation and certification compliance;

- 5.2.3 Ensure readiness of colleges and offices for the scheduled surveillance visits of accrediting agency and certifying body;
- 5.2.4 Assist and facilitate the conduct of external assessment of the duly recognized accrediting agency and certifying body; and
- 5.2.5 Ensure that any findings and/or non-conformances raised from the external assessment are properly addressed and closed;

### **5.3. DUTIES OF THE QUALITY ASSURANCE OFFICE DIRECTOR**

The QA Director shall have the following duties and responsibilities:

- 5.3.1. Manage the smooth operation and program/project implementation of the University Quality Assurance office ;
- 5.3.2. Recommend policies and guidelines to the President for approval in order to strengthen the quality assurance system of the University;
- 5.3.3. Review and recommend the approval of quality assurance policies, processes, program and/or project proposals for the continual improvement of the quality assurance system of the university;
- 5.3.4. Oversee the smooth implementation, monitoring and evaluation of quality assurance programs , policies and processes of quality assurance units;
- 5.3.5. Ensure compliance of the university to national and international quality standards to sustain its accreditation and certification status.

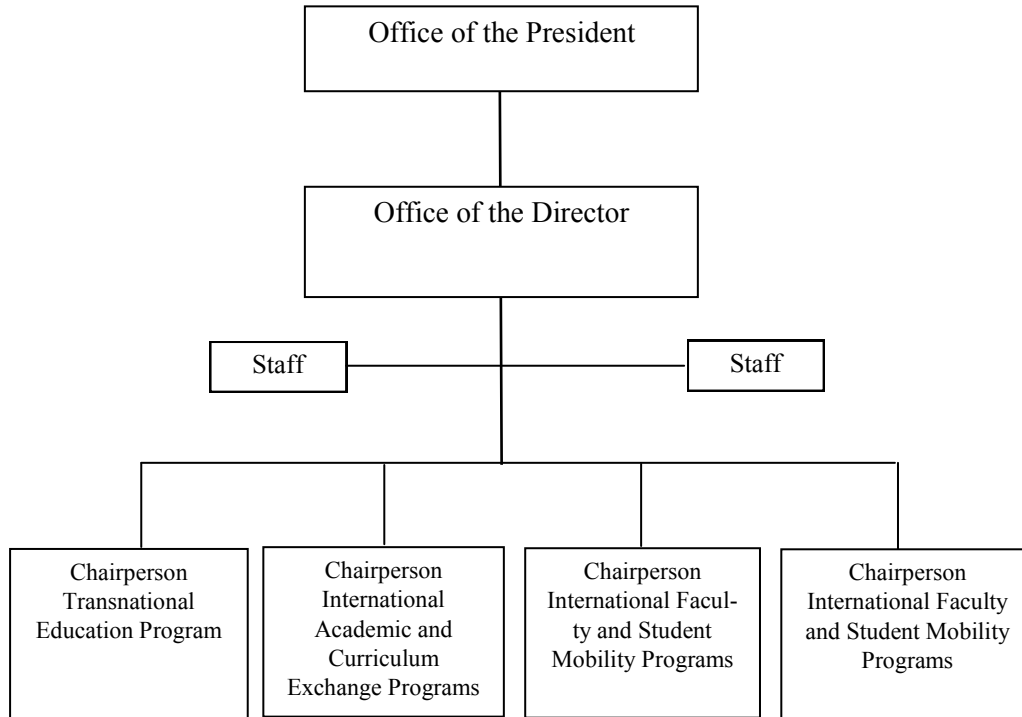
6.2.3 The Office of Transnational Education intends to:

- 6.2.3.1. Provide quality higher education study programs and educational services to offshore students via blended learning and other modes of educational delivery.
- 6.2.3.2. Establish international cooperation and partnership with institutions and organizations outside of the country in providing transnational education.
- 6.2.3.3. Promote a culture of continuous improvement in the delivery of transnational education through regular self-review, achieve the quality assurance principles and participation in monitoring and audit processes.
- 6.2.3.4. Promotes the development and utilization of various innovative technologies and media in the delivery of transnational education to offshore students.

## Section 6

### INTERNATIONAL AFFAIRS AND STUDIES OFFICE

#### 6.1. ORGANIZATIONAL STRUCTURE



#### 6.2. FUNCTIONS AND SERVICES OF THE INTERNATIONAL AFFAIRS AND STUDIES OFFICE

6.2.1. The Office of International Affairs and Studies shall:

- 6.2.1.1 Takes care of foreign programs in consonance with the prescribed requirements of the Commission on Higher Education.
- 6.2.1.2 Coordinates with the Department of Foreign Affairs (DFA) embassies, Bureau of Immigration and Deportation (BID), National Economic and Development Authority (NEDA), Commission on Higher Education (CHED) and other agencies of government on international academic matters, cultural exchanges, scholarship fellowships, donations and related matter.
- 6.2.1.3 Serves as TSU office in providing transnational education, international language programs, twinning programs and other international programs and exchanges in partnership with foreign service providers.

6.2.1.4. Contacts and coordinates with schools and institutions abroad to expose faculty, staff and students to global standards of academic learning and industry practice.

6.2.2 The Office of International Affairs and Studies shall be assisted by two unit offices: The Office of International Programs and the Office for Transnational Education.

The Office of International Programs intends to:

6.2.2.1. Provide short term English courses to foreign nationals that wish to equip themselves with English Language skills which make them communicatively competent especially in global context.

6.2.2.2. Prepare international students who are non-native speakers of English for a study at the University through short-term language training in English and/or Filipino.

6.2.2.3. Offer basic foreign language courses to students who want to learn another language that will broaden their horizons and opportunities here and abroad.

6.2.2.4. Offer extension programs to communities or groups that require assistance in the field of language proficiency.

6.2.3 The Office of Transnational Education intends to:

6.2.3.1. Provide quality higher education study programs and educational services to offshore students via blended learning and other modes of educational delivery.

6.2.3.2. Establish international cooperation and partnership with institutions and organizations outside of the country in providing transnational education.

6.2.3.3. Promote a culture of continuous improvement in the delivery of transnational education through regular self-review, achieve the quality assurance principles and participation in monitoring and audit processes.

6.2.3.4. Promotes the development and utilization of various innovative technologies and media in the delivery of transnational education to offshore students.

### **6.3. DUTIES OF THE INTERNATIONAL AFFAIRS AND STUDIES OFFICE DIRECTOR**

- 6.3.1. The Director of the Office of International Affairs and Studies shall take charge of international and transnational education programs of the University with
- 6.3.2. Manage the implementation and supervision of international programs involving short term language programs, study abroad program, faculty and student mobility, cultural exchange, research exchanges, joint undertaking of seminars, conferences, workshop, fora, student services and similar international programs.
- 6.3.3. Oversee the implementation and supervision of transnational education arrangements with foreign institutions on international academic program partnership, involving but not limited to top-up program, dual degree program, 3+1 program and other similar program offerings.

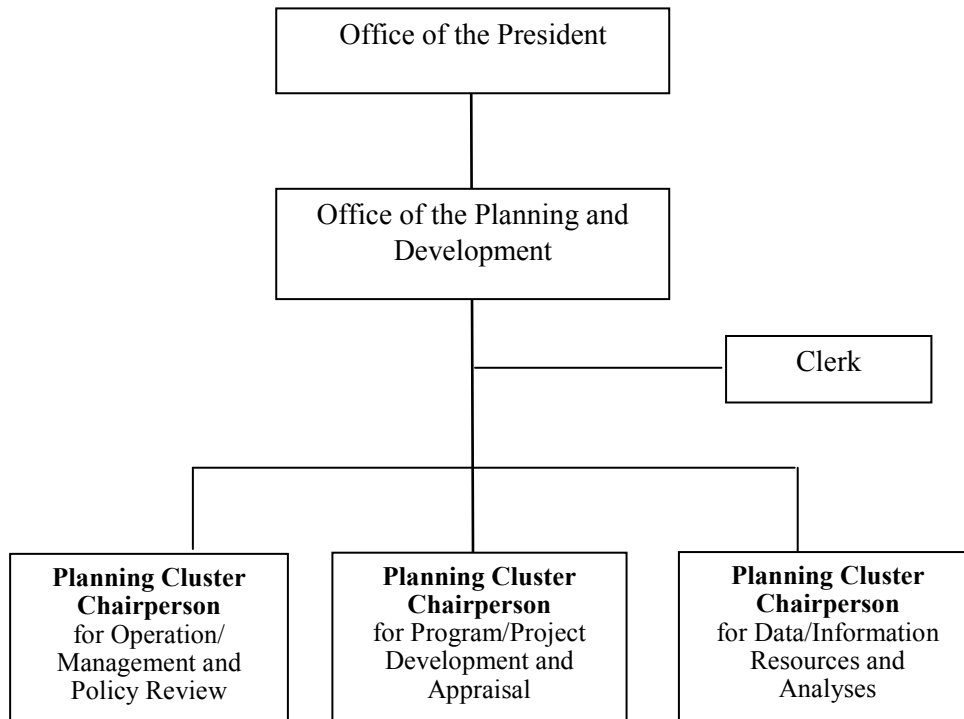




## Section 7

### PLANNING AND DEVELOPMENT OFFICE

#### 7.1. ORGANIZATIONAL STRUCTURE



#### 7.2. FUNCTIONS AND SERVICES OF THE PLANNING AND DEVELOPMENT OFFICE

- 7.2.1. Provide central direction in the formulation of strategic and operational development plans of the university; and
- 7.2.2. Undertake monitoring and evaluation on the implementation of development programs and execution of policies and other institutional standards.

#### 7.3. DUTIES OF THE PLANNING AND DEVELOPMENT OFFICE DIRECTOR

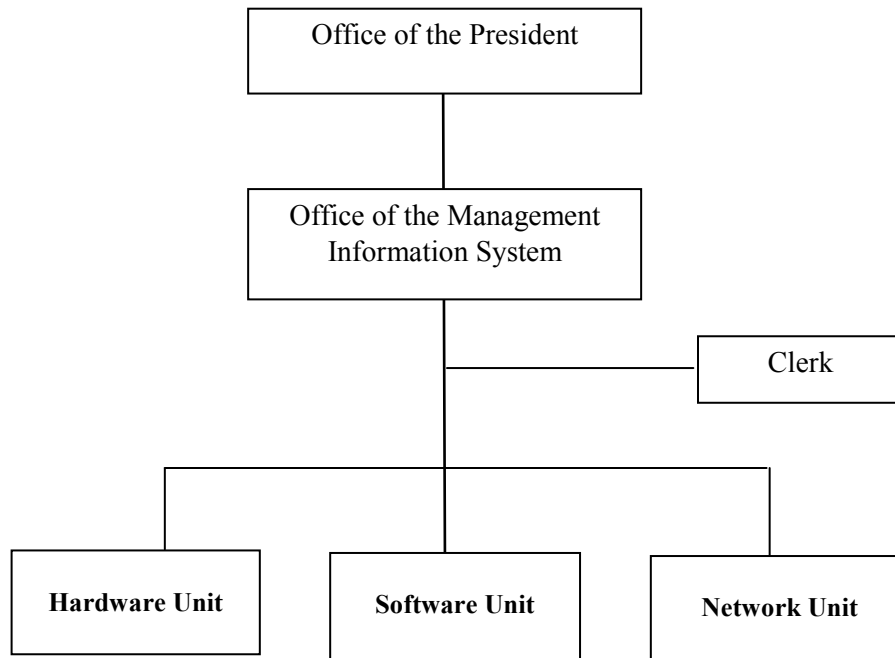
- 7.3.1. Design, develop and undertake continual improvement of the planning processes, and systems and procedures of the university and colleges/units;
- 7.3.2. Recommend appropriate development directions consistent with the vision, mission and goals of the university;

- 7.3.3. Package and appraise the institution's long and medium-term development framework plans and annual operational plans;
- 7.3.4. Review and assess standing policies, systems and procedures, and formulate appropriate recommendations for consideration by top management;
- 7.3.5. Extend technical assistance to colleges, offices and/or stakeholders in their program/project development needs;
- 7.3.6. Monitor and evaluate performance of colleges and offices consistent with approved development frameworks/roadmaps, performance standards and guidelines; and
- 7.3.7. Prepare and submit reports and other reportorial/documentary requirements to the University President and/or other concerned bodies, national line agencies and other offices.

## Section 8

### MANAGEMENT INFORMATION SYSTEM OFFICE

#### 8.1. ORGANIZATIONAL STRUCTURE



#### 8.2. FUNCTIONS AND SERVICES OF THE MANAGEMENT INFORMATION SYSTEM OFFICE

The primary functions of the Management Information Systems Office is to:

- 8.2.1. Implement office automation systems to support wide range of business office activities that provide for improve workflow and communications to the different units/offices and sustain 24/7 website connectivity to guarantee global access to university's programs and activities;
- 8.2.2. Maintenance of ICT equipment connected to the network and management of the core computer network infrastructure of the University.

### **8.3. DUTIES OF THE MANAGEMENT INFORMATION SYSTEM OFFICE DIRECTOR**

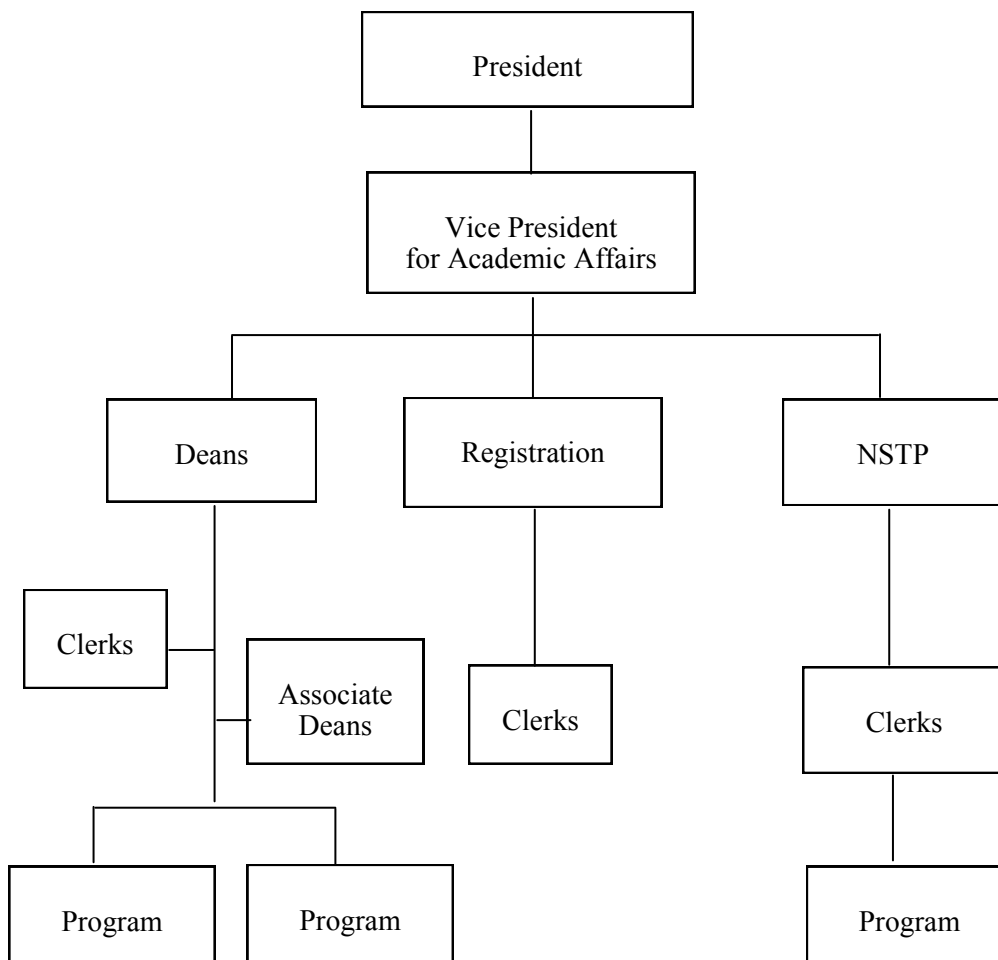
- 8.3.1. Design, implement and maintain an operational database information system needed for policy formulation, budgeting, and decision making;
- 8.3.2. Ensure efficient collection of data and generation of reports
- 8.3.3. Lead IT strategic and operational planning to achieve university goals by fostering innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the organization.
  -
- 8.3.4. Act as an advocate for the organization's IT vision via regular written and in-person communications with the organization's executives, department heads, and end users.
- 8.3.5. Identify opportunities for the appropriate and cost-effective investment of financial resources in IT systems and assets/resources, including but not limited to staffing, sourcing, purchasing, and in-house development.
- 8.3.5. Ensure continuous delivery of IT services through oversight of service level agreements with end users and monitoring of IT systems performance.
- 8.3.6. Ensure IT system operation adheres to the university IT Policy and other applicable laws and regulations.

## Chapter 4

### VICE PRESIDENT FOR ACADEMIC AFFAIRS: COLLEGES AND ACADEMIC OFFICES

The Vice President for Academic Affairs oversees the development of Colleges in attaining quality education, undertaking of extension services to the community and generating resources for the University.

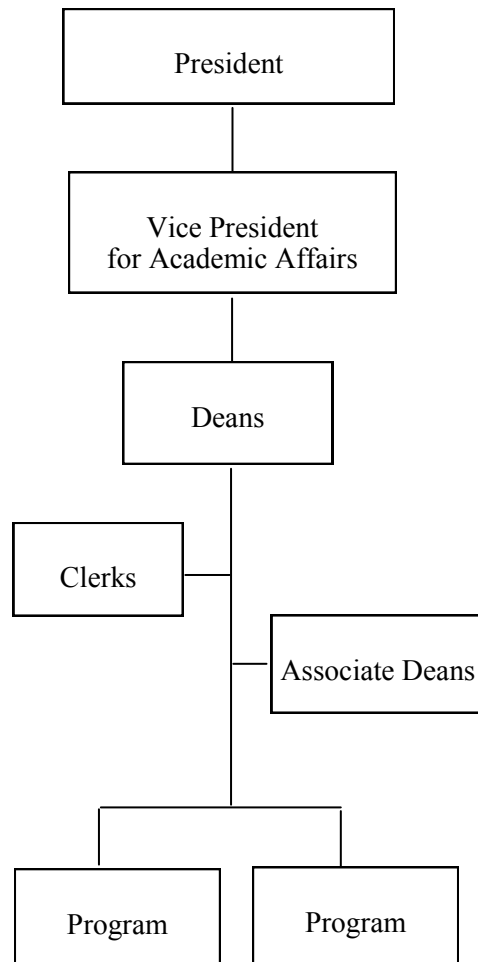
#### 5.1. ORGANIZATIONAL STRUCTURE



## Section 1

### COLLEGES

#### 1.1. ORGANIZATIONAL STRUCTURE OF COLLEGES



#### 1.2. FUNCTIONS AND SERVICES OF THE COLLEGES

The core functions of college are:

- 1.2.1. To deliver quality tertiary and advanced education;
- 1.2.2. To undertake quality researches;
- 1.2.3. To deliver to the community extension projects, programs and activities;
- 1.2.4. To assist in generating resources for the university by production projects.

### **1.3. DUTIES OF THE COLLEGE DEANS**

1.3.1 The duties of the deans are as follows: to cascade the university directions, approve policies and guidelines and pertinent information affecting university operation and development; lead, manage, and administer the office and personnel under their supervision; Preside in meetings, assemblies, sessions and other gatherings; Submit regular reports on a monthly, quarterly, semestral annual basis, or as required by the administration; conduct professional development of the human resources under their jurisdiction, including team-building and activities promoting physical and mental health; maintain active communication and linkage with other offices or units of the University; assist and cooperate with other university sectors when such assistance will facilitate the completion of the tasks, and its usual work and functions are not hampered; furthermore, the deans, shall represent the university in an informal capacity in external affairs in the absence of a duly authorized personnel for such purpose.

### **1.4. DUTIES OF THE COLLEGE ASSOCIATE DEANS**

1.4.1. The college associate deans assist the dean in the general supervision of the college whenever necessary and as requested by the dean; perform the following administrative functions under the supervision of the dean: Assist in the monitoring of attendance and performance of faculty members; monitor the implementation and updating of OBE Syllabi; monitor the attainment of objectives of Outcomes-Based Education in each subject and prepare reports of the said monitoring; supervise the encoding of grades on time by faculty members; Identify training needs and coordinate the same with Human Resource Management and Development Office and other responsible units to address the training needs; monitor the attainment of targets defined in the Office Performance Commitment and Review (OPCR) of the college and reports the same to the Dean; Conduct coaching of the respective chairperson whenever necessary; assist in the preparation of class, room and faculty academic schedules, if needed. Performs other duties assigned by the Dean.

### **1.5. DUTIES OF THE PROGRAM CHAIRS**

1.5.1 Review periodically the curriculum along with the faculty members in the department; Ensure that the syllabus of each course in the program is fully implemented within the term; Recommend to the Dean the appointment of qualified faculty members; Convene regular and special department's faculty meetings; Schedule classes and assign room and faculty teaching load per semester; Ensure that student grades are submitted on time; Supervise, monitor and coach faculty members within the department; Monitor progress of the students; Assert strategic leadership by spearheading strategic planning and initiatives, including the development of programs for training, research and extension of the department; and fulfill other duties and responsibilities as may be assigned by the Dean.

## **1.6. DUTIES OF THE COLLEGE COORDINATORS**

### **1.6.1 Duties of the College Units' Extension Coordinators**

- 1.6.1.1. The College units' extension coordinator organizes, implements, and evaluates approved extension activities in the college level;
- 1.6.1.2. Coordinates with other agencies, colleges and University Extension Office for possible assistance for extension projects; and
- 1.6.1.3. Recommends projects/activities that will enhance extension projects in the college level.

### **1.6.2 Duties of the College Units' Research Coordinators**

- 1.6.2.1. To coordinate with the College Chairpersons in the planning and organization of research activities in their respective areas of concern;
- 1.6.2.2. To identify and recommend research priorities for the university;
- 1.6.2.3. To plan and conduct workshops, round table discussions, lectures and short term training courses in research;
- 1.6.2.4. To prepare project proposals, direct and conduct research works along specialized fields like science and technology;
- 1.6.2.5. To prepare work plans, feasibility studies and research reports and assist other researchers in doing the same;
- 1.6.2.6. To review and evaluate the proposals submitted by faculty researchers through the College Chairpersons; and
- 1.6.2.7. Prepare research publications such as journals and newsletters.

### **1.6.3. Duties of the College's Accreditation Coordinators**

- 1.6.3.1. Coordinate with the QA Office on matters of accreditation.
- 1.6.3.2. Assist the Dean and lead the College in the preparation and packaging of documents for program accreditation.
- 1.6.3.3. Assist the Dean in actual days of accreditation; receives the accreditors, assist in the accreditation room while accreditation work is in progress.



1.6.3.4. Prepare the work and financial plan of the College corresponding to the accreditation schedule of the different programs due for accreditation.

1.6.3.5. Perform other duties that may be assigned by the Dean or the QA office.

## **1.7. DUTIES OF THE FACULTY MEMBERS**

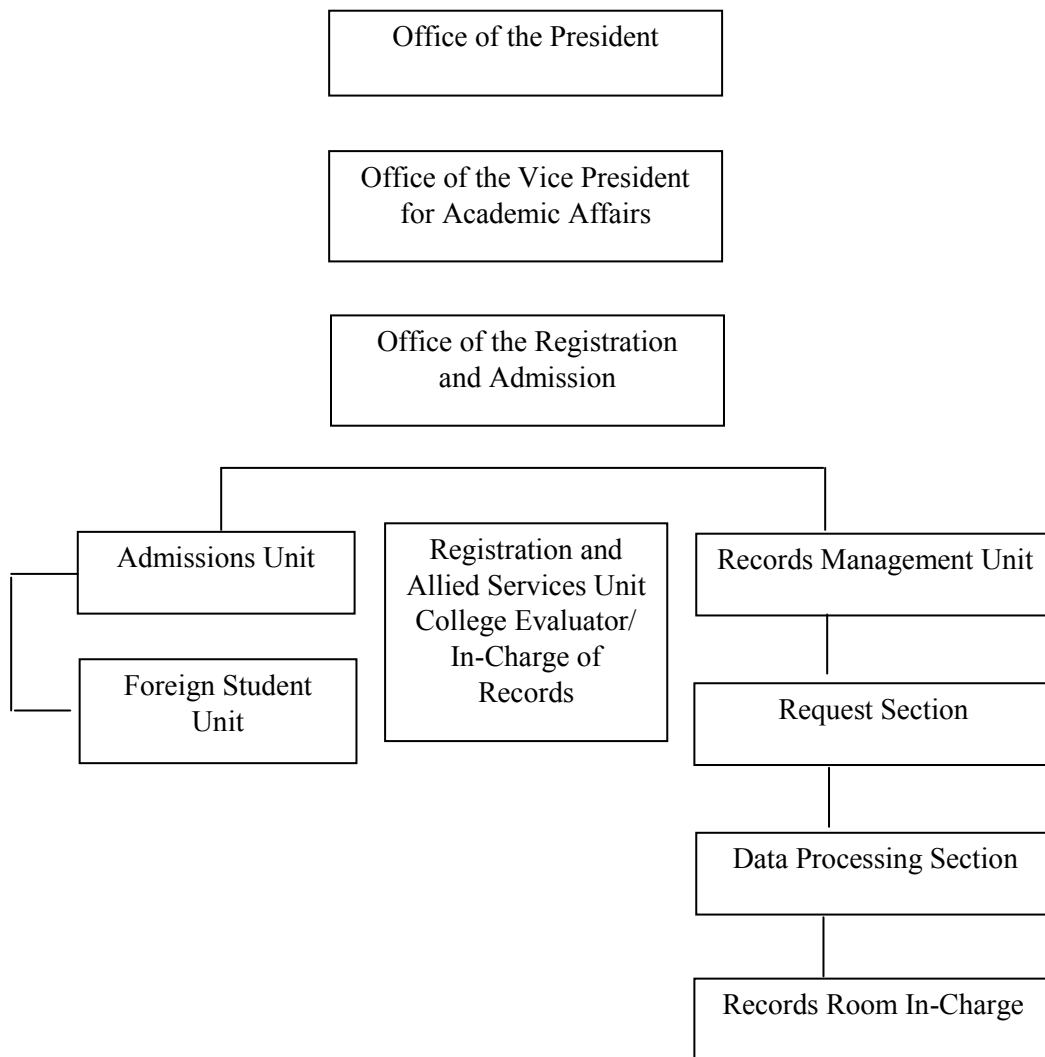
- 1.7.1. Prepare and plan outcomes based teaching learning syllabi/syllabus;
- 1.7.2. Teach courses in line with specialization;
- 1.7.3. Create instructional resources/materials for use in the classroom;
- 1.7.4. Plan, prepare and deliver instructional activities;
- 1.7.5. Create positive educational climate for students to learn in;
- 1.7.6. Meet course and school-wide student performance goals;
- 1.7.7. Participate in on-going training sessions. Maintain records on the grade of the students; develop projects designed to enhance lectures;
- 1.7.8. Read and stay abreast with current topics in education;
- 1.7.9. Utilize various resources;
- 1.7.10. Integrate competencies, goals, and objectives into the lesson; and
- 1.7.11. Conduct research, extension and production projects.

**Section 2**

**ACADEMIC OFFICES**

**2.1. REGISTRATION AND ADMISSIONS OFFICE**

**2.1.1. ORGANIZATIONAL STRUCTURE OF THE REGISTRATION AND ADMISSION OFFICE**



**2.1.2. FUNCTIONS AND SERVICES OF THE REGISTRATION AND ADMISSION OFFICE**

It is the function of registration and admission office to admit students who shall study at TSU, create, maintain and keep their records based on existing rules and regulation on records management.

**2.1.3. DUTIES OF THE REGISTRATION AND ADMISSION OFFICE DIRECTOR**

2.1.3.1. Assists top administration in the formulation and enforcement of policies on admissions, enrollment, accreditation, graduation, and other related academic matters.

2.1.3.2. Plans, supervises, and is responsible of:

- a. Admission and selective retention of students.
- b. Compliance of admission and academic requirements.
- c. Registration/Enrollment of students.
- d. Enforcement of government and university regulations on academic scholarships, scholastic delinquency, transferees, accreditation, student loading, subject sequence, cross-enrolment, graduation, graduation with honors, changing/ adding/dropping of subjects, and other related matters.
- e. Evaluation of scholastic records/credits for purposes of accreditation of transfer units, determination of curricular level, scholastic standing, promotion, graduation, etc.
- f. Commencement/Graduation exercises and all other relevant activities.
- g. Selection of honor students both in the collegiate and secondary levels.
- h. Custody, security, integrity, and confidentiality of student records.
- i. Management, accounting, control, maintenance and issuance/release of students' academic records.
- j. Dissemination of information on the curricular offerings, admission requirements, academic policies and regulations and CHED issuances.
- k. Orientation of students on academic policies, rules and regulations.
- l. Information on statistical data of enrolment, graduates, drop-outs, scholastic delinquents, returnees, transferees, shifters, etc.

- m. Preparation of memoranda on enrolment and on ORA concerns.
  - n. Publication of Academic Calendar, Bulletin of Information, Catalog, etc.
  - o. Training and development of ORA personnel and staff.
- 2.1.3.3. Signs transcript of records, certifications, and other related documents.
  - 2.1.3.4. Resolves questions on academic policies and regulations and student records.
  - 2.1.3.5. Performs curricular consultation with the colleges and the students.
  - 2.1.3.6. Assists in the revision of curricula, TSU Code, Faculty Manual and Student Handbook.
  - 2.1.3.7. Maintains linkages with other Registrars in connection with student records and registrar's concerns.
  - 2.1.3.8. Sets a standard operating procedure for the ORA.
  - 2.1.3.9. Designs process flow chart of office functions.
  - 2.1.3.10. Periodically reviews and improves present systems and procedures.
  - 2.1.3.11. Assigns, supervises, coordinates, checks, and reviews work of OUR personnel.
  - 2.1.3.12. Evaluates performance of ORA personnel.
  - 2.1.3.13. Designs and revises forms needed for ORA use and transactions.
  - 2.1.3.14. Oversees the proper use, maintenance, control, and safekeeping of property and equipment of the office.
  - 2.1.3.15. Maintains records of production income.
  - 2.1.3.16. Requests the needed office equipment and supplies
  - 2.1.3.17. Creates the Development Plan of the OUR.
  - 2.1.3.18. Submits Annual Accomplishment Report to the President.
  - 2.1.3.19. Serves as the contact person of the University with the CHED and BI.

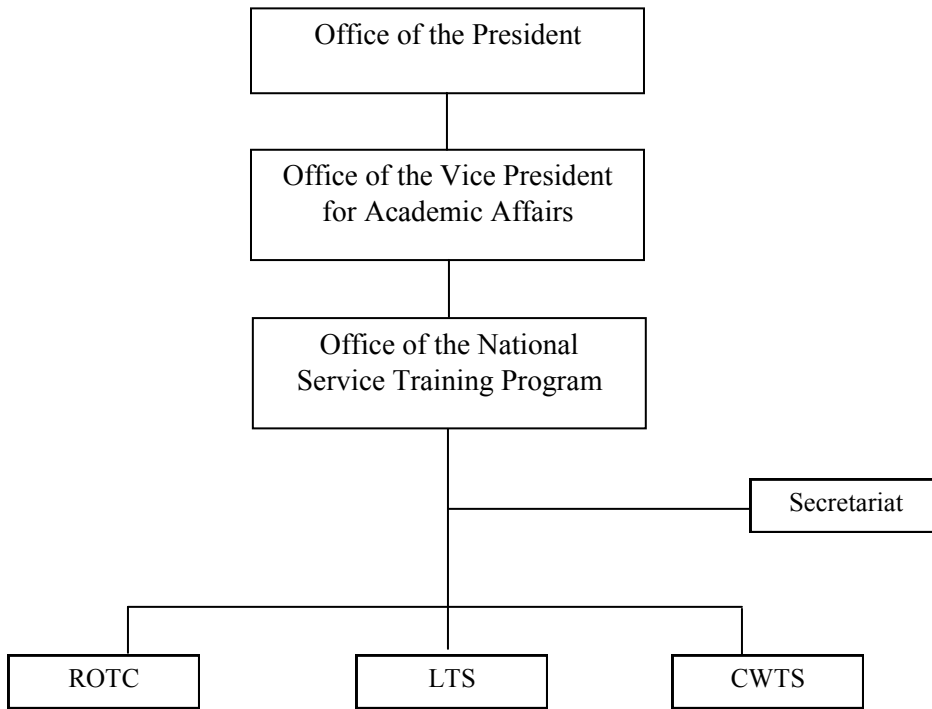
**Section 2**

**ACADEMIC OFFICES**

**2.2. NATIONAL SERVICE TRAINING PROGRAM OFFICE**

The National Service Training Program Office implements RA 9163 otherwise known as “National Service Training Program (NSTP) Act of 2001”.

**2.2.1. ORGANIZATIONAL STRUCTURE OF THE NATIONAL SERVICE TRAINING PROGRAM OFFICE**



**2.2.2. FUNCTIONS AND SERVICES OF THE NATIONAL SERVICE TRAINING PROGRAM**

2.2.2.1. **General functions** – The NSTP Implement the CWTS/LTC/ROTC activities on the University including campuses and colleges in accordance with the approved programs under RA 9163.

2.2.2.2. **Specific functions** - Lead in the formulation and implementation of CWTS/LTC/ROTC policies, rule, standards and basic procedure; Conduct academic and administrative supervision over the design and adoption of the areas of concerns of the program; Coordinate, monitor and review the CWTS/LTC/ROTC activities of the various campuses and colleges to ensure proper implementation;

Establish linkage with Government Office and Non - Government Office and other outside funding agencies; Re-view and recommend amendments to the established policies and guidelines for CWTS/LTS/ROTC program; Facilitate project development that will encourage the participation of all students, trainees; Manages CWTS/LTS/ROTC funds.

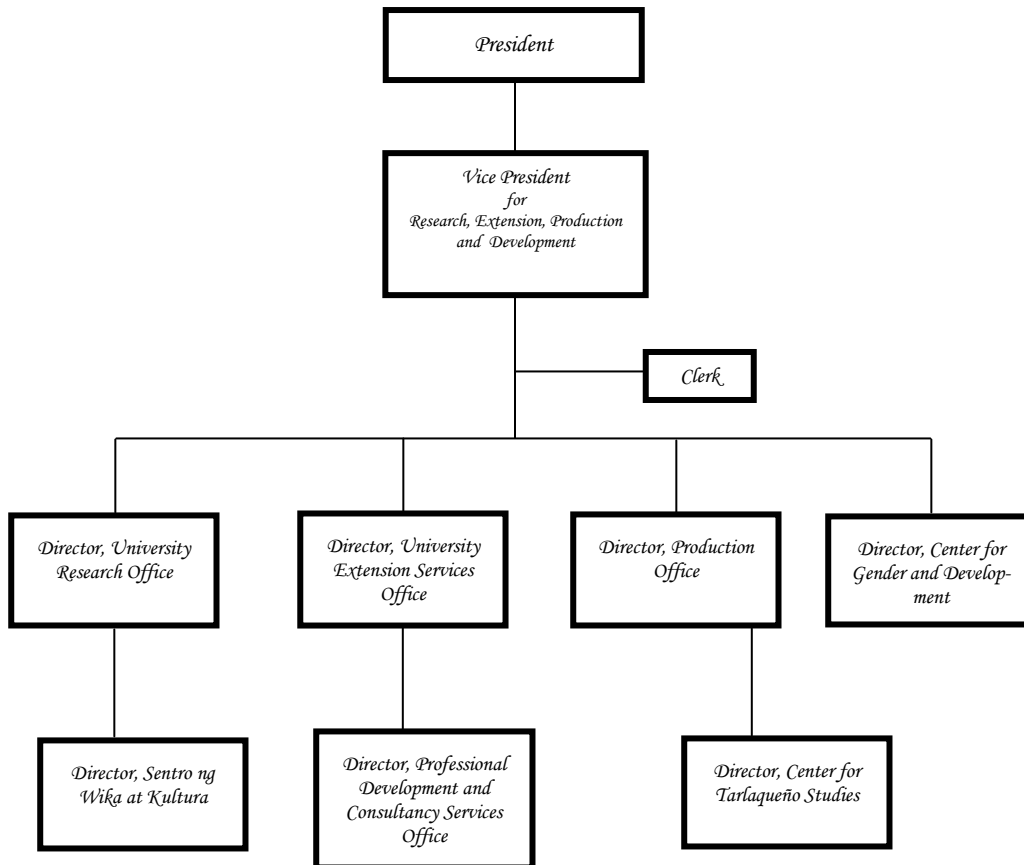
### **2.2.3. DUTIES OF THE NATIONAL SERVICE TRAINING PROGRAM OFFICE DIRECTOR**

The NSTP Director exercises academic and administrative supervision; Formulates, adopts and implements the different NSTP components offered in the University; Coordinates, monitors, and evaluates the implementation of training programs of the different NSTP components in the university; Renders periodic reports to CHED Regional Office and DND – AFP (through the Major Service Reserve Commandant) for them to oversee and monitor the implementation of the NSTP of the University and to determine if the training conducted are in consonance with RA 9163; Recommend to the university authorities all matters pertaining to the National Service Training program.

## Chapter 5

### VICE PRESIDENT FOR RESEARCH, EXTENSION, PRODUCTION AND DEVELOPMENT OFFICES

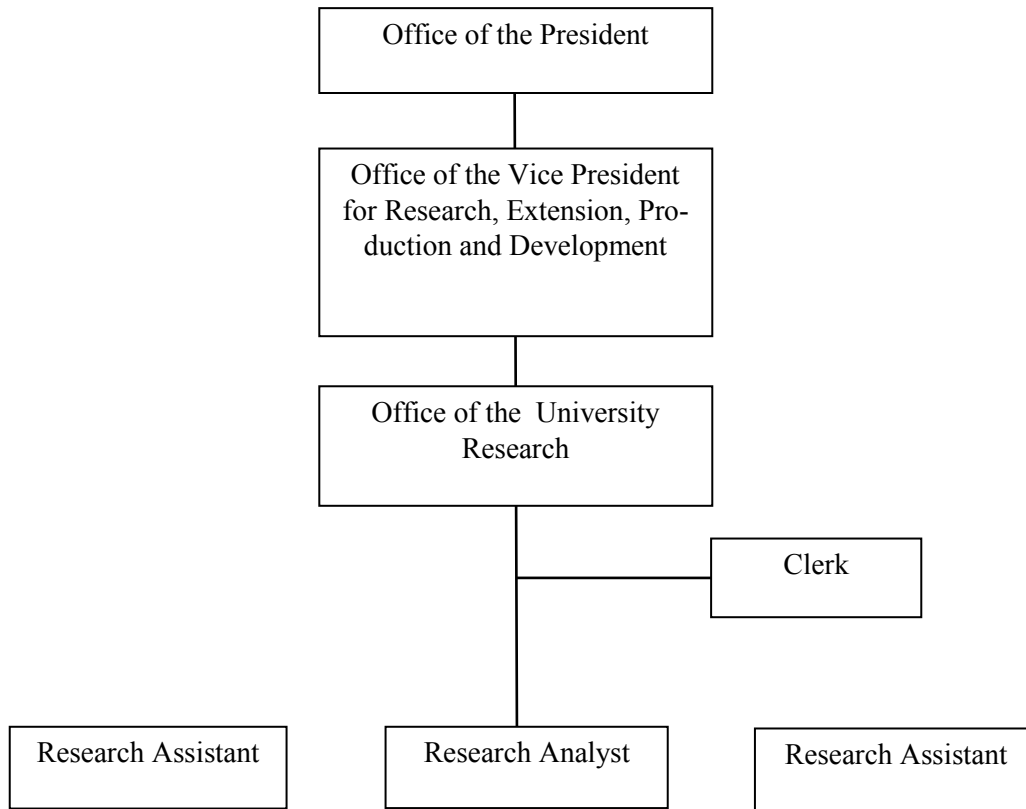
#### ORGANIZATIONAL CHART



## Section 1

### UNIVERSITY RESEARCH OFFICE

#### 1.1. ORGANIZATIONAL STRUCTURE



#### 1.2. FUNCTIONS AND SERVICES OF THE UNIVERSITY RESEARCH OFFICE

1.2.1. General Functions. The University Research Office was reorganized and upgraded by virtue of Board Resolution No. 72. series of 1990. The URO is charged to coordinate, consolidate and operationalize research activities of the university composed of the different colleges in accordance with the approved research programs and priorities. In addition, it also serves the functions of planning, directing, supervising research activities and disseminating research outputs.

1.2.2. Specific Functions. The specific functions of the office are:

1.2.2.1. To assist the UREC in its program of development and



growth by providing needed base data for decision making and for the formulation of development plans;

1.2.2.2. To provide the university personnel/ faculty with opportunities and funding support to pursue research projects that are relevant to the thrusts and needs of the university;

1.2.2.3. To establish linkages with industry and other agencies, for the purpose of identifying relevant subjects or problems for research, pursue research endeavors on areas of common concern jointly with these agencies;

1.2.2.4. To coordinate and monitor research projects of the various units of the university; and

1.2.2.5. To formulate and implement guidelines approved by proper authority governing university research grants as well as the privileges and responsibilities of grantees.

1.2.2.6. To disseminate research outputs through research presentations, roundtable discussions, workshops and publication of research journals, and newsletters.

1.2.2.7. To plan and implement programs directed towards the continuing development of skills and competencies of research personnel.

### **1.3. DUTIES OF THE UNIVERSITY RESEARCH OFFICE DIRECTOR**

1.3.1. General Functions. The head of the URO is a Director who shall coordinate, consolidate, and operationalize the Research programs of the University.

1.3.2. Specific Responsibilities. The specific functions of the Director of the University Research Office are the following:

1.3.2.1. To formulate general plans for research for the University;

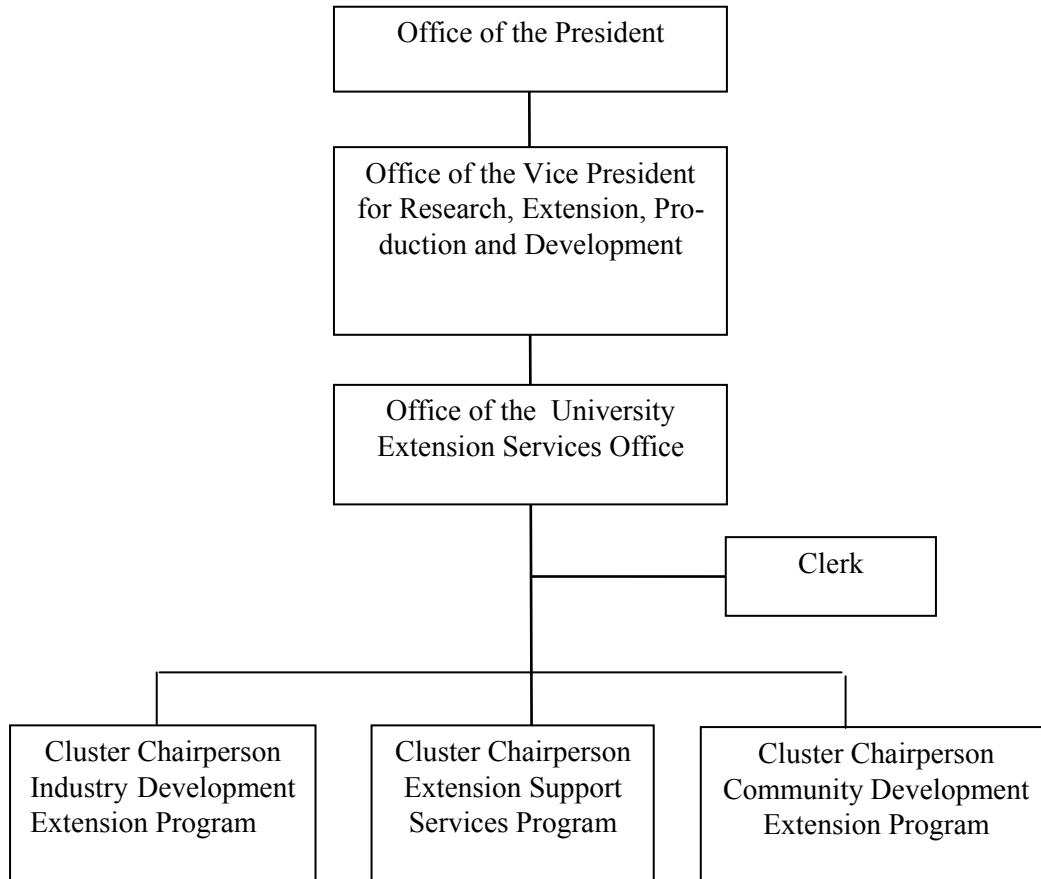
1.3.2.2. To recommend general policies and guidelines on research for recommendation of the President to the Board of Regents of the University;

- 1.3.2.3. To guide the planning and direct the monitoring and feedback of Research activities of the University;
- 1.3.2.4. To prepare and submit reports and recommendations to the President;  
and
- 1.3.2.5. To establish linkages with private and government sectors for possible collaboration and grant assistance.

## Section 2

### UNIVERSITY EXTENSION SERVICES OFFICE

#### 2.1. ORGANIZATIONAL STRUCTURE



#### 2.2. FUNCTIONS AND SERVICES OF THE UNIVERSITY EXTENSION SERVICES OFFICE

##### 2.2.1. General Functions.

The University Extension Office plans, coordinates, consolidates, and operationalizes the extension mandate of the University and its colleges in accordance with the approved extension programs. It recommends policies on extension programs and services. It is also charged with the function of directing, coordinating, integrating and evaluating the university extension activities.

## 2.2.2 Specific Functions

The University Extension Office has the following specific functions:

- 2.2.2.1. Assists small and medium scale enterprises by sharing the various expertise of the university, disseminating research output and transferring of technologies.
- 2.2.2.2. Undertakes identification and assessment of gaps and needs which the university can address.
- 2.2.2.3. Establishes learning center in partnership with Local Government Units, Government Organizations and Non-Government Organizations.
- 2.2.2.4. Conducts skills development training and continuing education as needed by industry and service sectors.
- 2.2.2.5. Coordinates and strengthen the capabilities of the institution in undertaking effective and efficient extension services.
- 2.2.2.6. Source funding to finance extension programs and projects.
- 2.2.2.7. Conducts extension activities needed for the creation and preservation of a balance environment conducive to sustainable living.

## **2.3. DUTIES OF THE UNIVERSITY EXTENSION SERVICES OFFICE DIRECTOR**

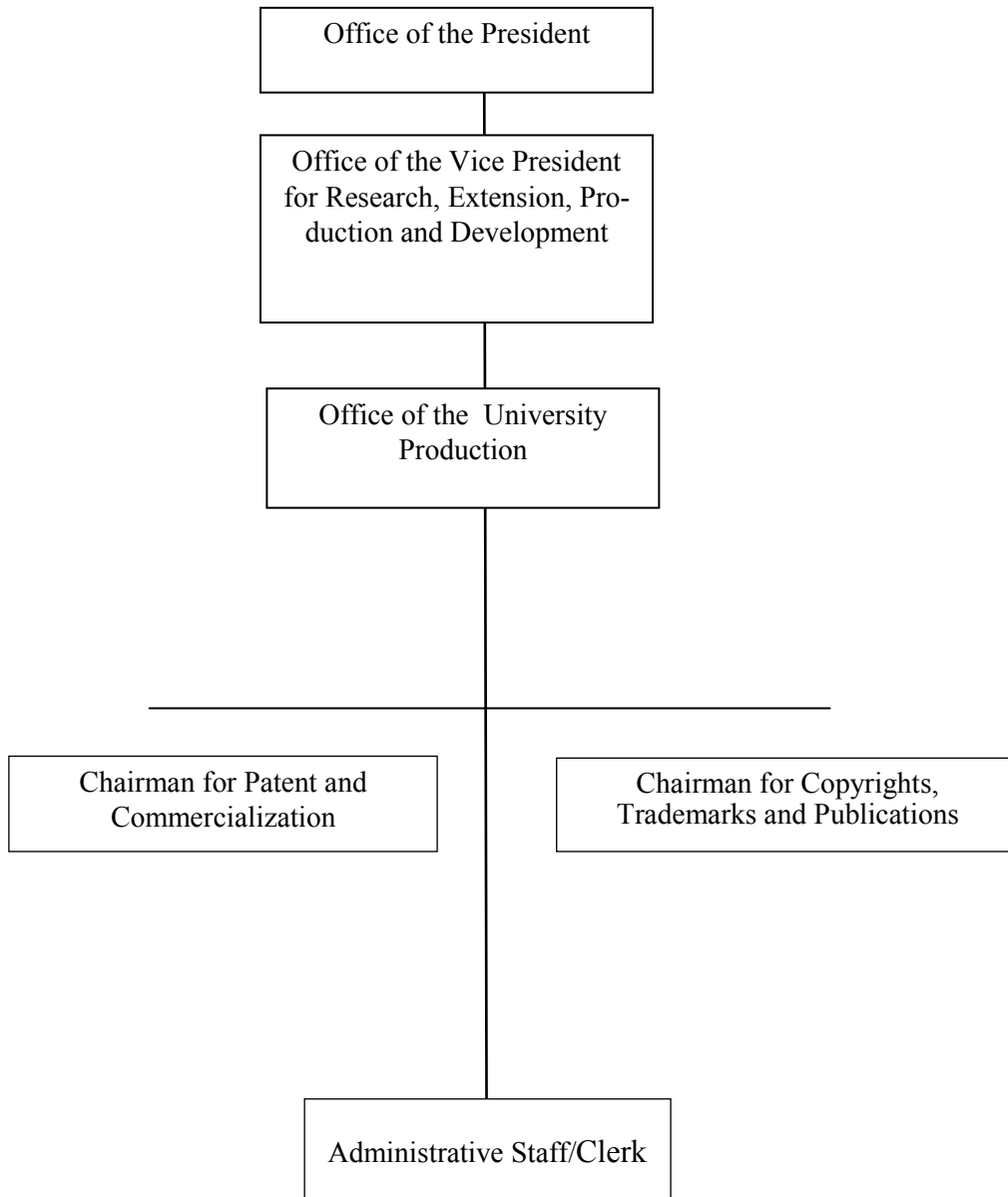
The UESO Director shall have the following duties and responsibilities:

- 2.3.1. Manage the smooth operation and program/project implementation of the University Extension Office (UESO);
- 2.3.2. Recommend policies and guidelines to the President for approval in order to strengthen the extension mandate of the University;
- 2.3.3. Review and recommend the approval of extension program/project proposals of college extension chairmen;
- 2.3.4. Oversee the smooth implementation, monitoring and evaluation of programs/projects of the various college extension offices;
- 2.3.5. Promote the extension programs and services of the University to various concerned sectors and civil society; and
- 2.3.6. Undertake necessary linkages with GOs, LGUs, NGOs, and Pos and other entities in order to solicit support to and strengthening of the extension programs/projects of the University.

**Section 3**

**UNIVERSITY PRODUCTION OFFICE**

**3.1. ORGANIZATIONAL STRUCTURE**



### **3.2. FUNCTIONS AND SERVICES OF THE PRODUCTION OFFICE**

- 3.2.1. Repository of all Intellectual Properties created by the faculty members, personnel, and university staff (regardless of their employment status), as well as the visiting professors and students of the university;
- 3.2.2. Assist in the disclosure and/or registration of Intellectual Properties created by the faculty members, personnel, and university staff (regardless of their employment status), as well as the visiting professors and students to the Intellectual Property Office of the Philippines and other Intellectual Property Offices abroad (such in the United State of America, Japan, China, and other countries if applicable);
- 3.2.3. Evaluation of research proposals and completed researches as regards its patentability, copyright registration, trademark registration, as well as industrial design registration potentials;
- 3.2.4. Execute arrangement for the commercialization of Intellectual Property created within the University;
- 3.2.5. Settle disputes arising from Intellectual Property Rights Infringements within the University;
- 3.2.6. Monitor royalty payment and distribution;
- 3.2.7. Review and recommend, upon consultation with the appropriate units, intellectual property policies to be implemented in the University; and
- 3.2.8. Undertake activities in coordination with the colleges, such as work shops and symposia to familiarize university personnel and students with guidelines on the policies of intellectual property as well as to continually solicit feedback on its directions and implementation.

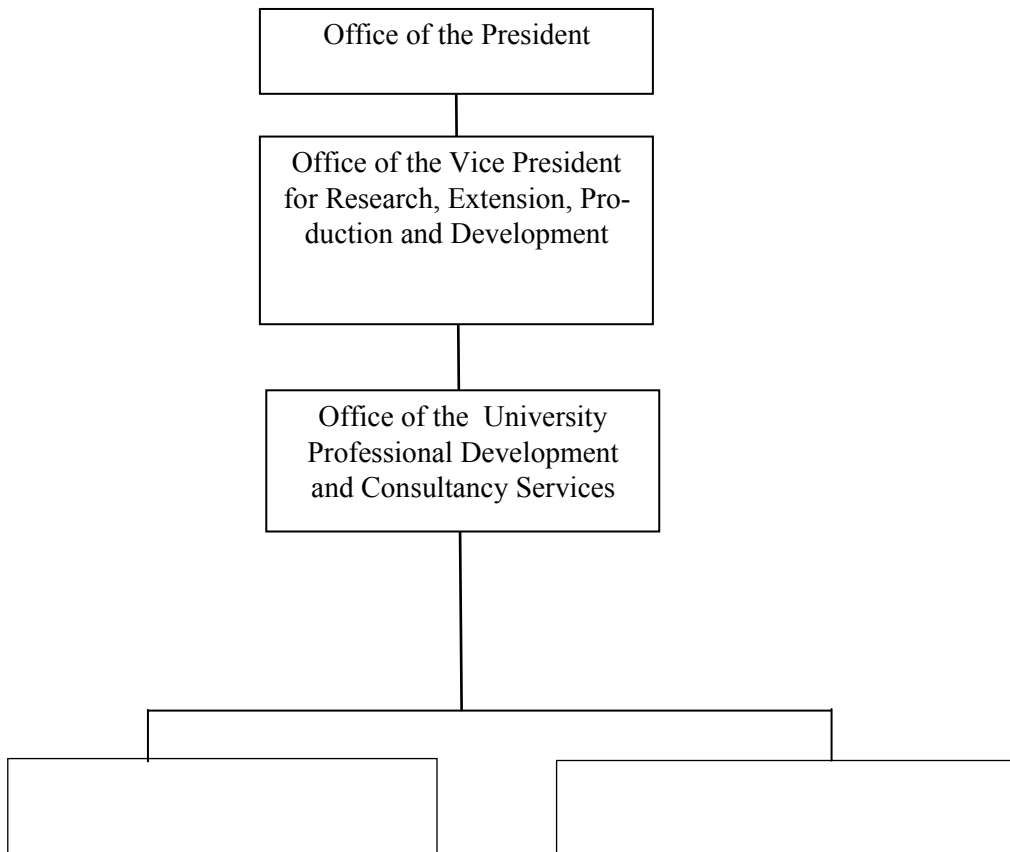
### **3.3. DUTIES OF THE PRODUCTION OFFICE DIRECTOR**

- 3.3.1. Supervise the disclosure of works created and inventions conceived or first reduced to practice by all university personnel and students;
- 3.3.2. Facilitate the execution of agreements, affidavits, applications, complaints and other documents relating to works and inventions;
- 3.3.3. Register trademarks, copyrights, and patents with the Intellectual Property Office of the Philippines (IPOPHL) and other Intellectual Property Offices abroad (such in the United State of America)

## Section 4

### PROFESSIONAL DEVELOPMENT AND CONSULTANCY SERVICE OFFICE

#### 4.1. ORGANIZATIONAL STRUCTURE



#### 4.2. FUNCTIONS AND SERVICES OF THE PROFESSIONAL DEVELOPMENT AND CONSULTANCY SERVICES OFFICE

- 4.2.1. Identification of training needs and design training programs, seminars, workshops, and conferences (TSWCs) for professionals for different government and private agencies on the local, regional and national levels;
- 4.2.2. Organization, coordination and implementation of TSWCs initiated by partner institutions.
- 4.2.3. Design and implementation of training programs for University personnel

- 4.2.4. Packages the TSWCs and become significant contributors to the productivity of the university.

### **4.3. DUTIES OF THE PROFESSIONAL DEVELOPMENT AND CONSULTANCY SERVICES OFFICE DIRECTOR**

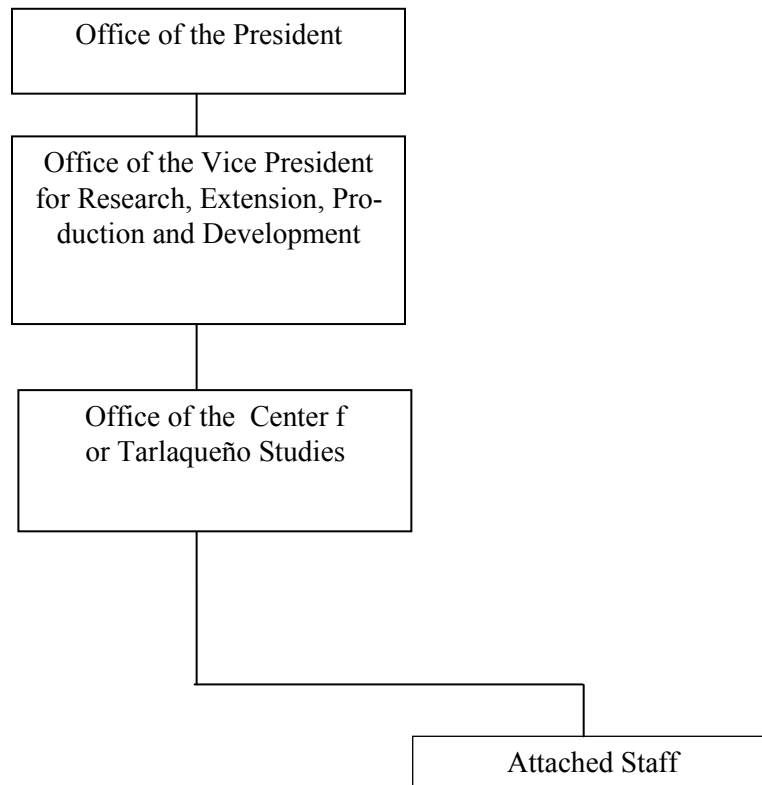
- 4.3.1. Sees to it that the functions and services of PDCS are effectually implemented by managing the PDCS as an organization of trainers and staff; and creates a pool of speakers/resource persons mainly from the university.
- 4.3.2. Participates in the meetings of administrative and academic councils of the university by promoting the mandates of the office.
- 4.2.4. attends the assigned three (3) units teaching load.
- 4.2.5. Delivers outputs on other assigned tasks by the university executive committee.



## Section 5

### CENTER FOR TARLAQUEÑO STUDIES

#### 5.1. ORGANIZATIONAL STRUCTURE



#### 5.2. FUNCTIONS AND SERVICES OF THE CENTER FOR TARLAQUEÑO STUDIES

- 5.2.1. To be principal venue of the Province of Tarlac on historical and cultural materials.
- 5.2.2. To put up and maintain a university museum and a Tarlac data bank.
- 5.2.3. To coordinate on social researches about Tarlac province by students of TSU and other academic institutions.
- 5.2.4. To establish linkages with similar centers for institutions around the Philippines and the world.
- 5.2.5. To spearhead the writing of TSU history and its publications and similar outputs.

### **5.3.DUTIES OF THE CENTER FOR TARLAQUEÑO STUDIES DIRECTOR**

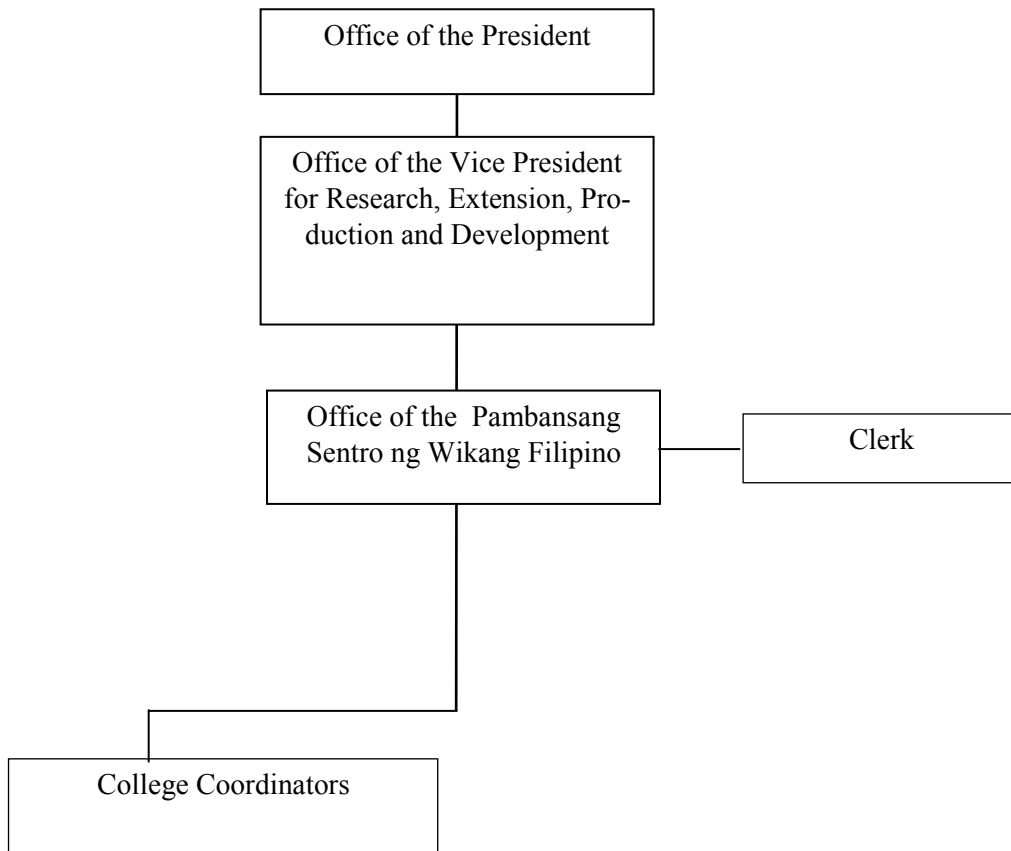
The Director of the Office the Center for Tarlaqueño Studies shall be appointed by the Board of Regents upon recommendation of the President. He/She shall serve for a period of three (3) years unless sooner terminated.

- 5.3.1. Coordinate on social researches about Tarlac Province made by students of Tarlac State University and other academic institutions;
- 5.3.2. Establish linkages with similar centers for institutions around the Philippines and the world;
- 5.3.3. Spearhead the writing of Tarlac State University history, special publications on Tarlac, and similar outputs.

## Section 6

### PAMANTASANG SENTRO NG WIKANG FILIPINO

#### 6.1. ORGANIZATIONAL STRUCTURE



#### 6.2. MGA TUNGKULIN AT SERBISYO NG PAMANTASANG SENTRO NG WIKANG FILIPINO

- 6.2.1. Bumuo ng matatag na samahan ng mga mag-aaral at mga guro sa Filipino na mangunguna at magtataguyod sa pagpapalaganap, pagpapaunlad at preserbasyon ng Filipino at iba pang wika sa lalawigan ng Tarlac.
- 6.2.2. Magdaos ng mga seminar at workshop, mga gawain, kompetisyon at palatuntunan ukol sa wika at kultura.
- 6.2.3. Gumawa ng pananaliksik sa wika, literatura, pagtuturo at pagkatuto at iba pang disiplina na magsusulong sa maunlad at matatag na sambayanan.

- 6.2.4. Maghatid ng ekstensyon ng mga serbisyo sa napiling bayan/ paaralan para makatulong sa pagpapataas ng moralidad, literasi, at mga kasanayang pangwika lalo na sa pagbasa at pagsulat.
- 6.2.5. Magdaos ng lakbay wika/ aral upang magkaroon ng ibang pagkatuto ang mga mag-aaral sa larangang pangwika at pampanitikan kaakibat ng mga makabuluhang kasaysayan ng bansa.

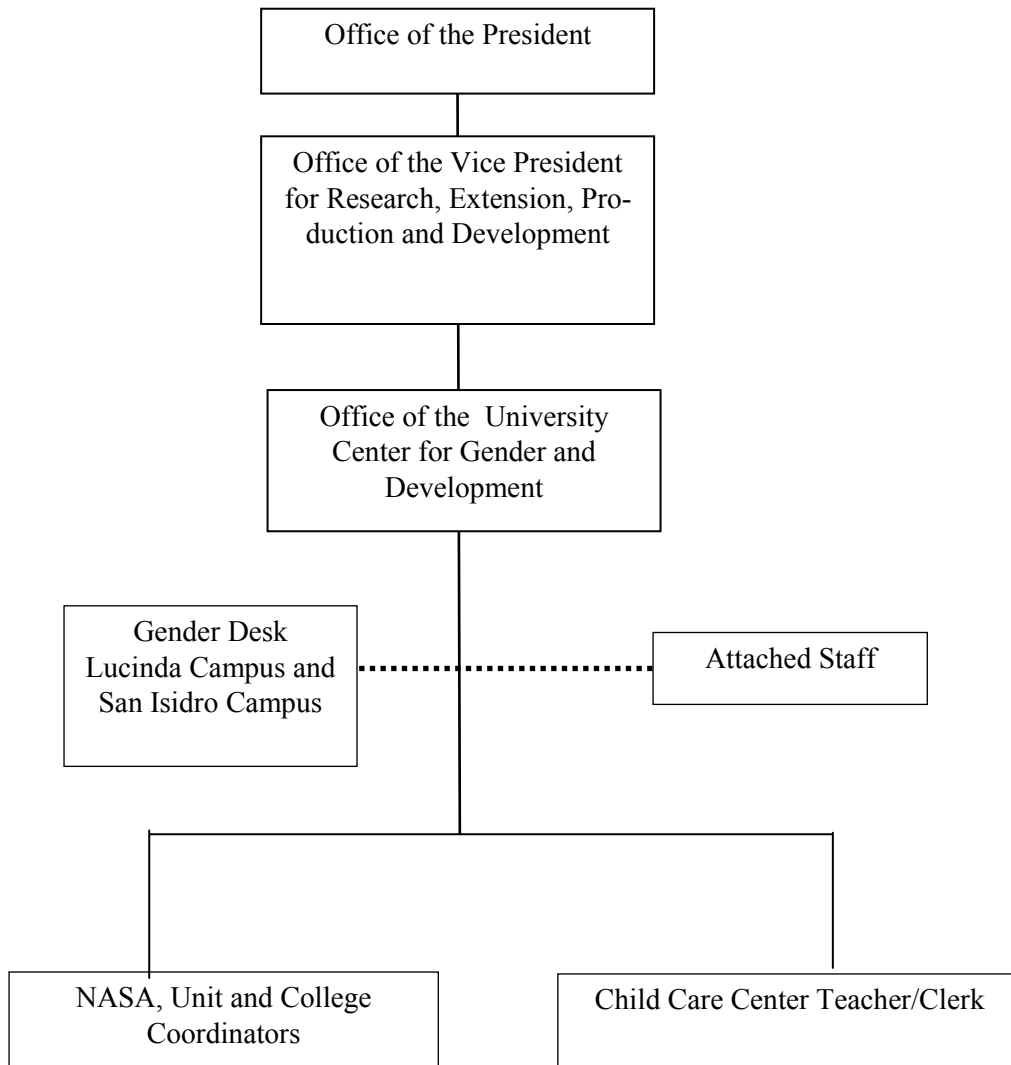
### **6.3. GAWAIN AT RESPONSABILIDAD NG DIREKTOR**

- 6.3.1. Magbalangkas, mag-ugnay at magtupad ng mga proyekto at ekstensyon ng mga serbisyong magpapataas ng antas ng kahusayan lalo na sa larangan ng wika at kultura ng rehiyon at ng buong bansa sa kabuuan upang makaagapay sa makabagong kalakaran ng buhay.
- 6.3.2. Magdaos ng mga seminar at workshop, mga gawain, kompetisyon at palatuntunan ukol sa wika at kultura.
- 6.3.4. Gumawa ng pananaliksik sa wika, literatura, pagtuturo at pagkatuto at iba pang disiplina na magsusulong sa maunlad at matatag na sambayanan.
- 6.3.5. Ipaabot sa mga kinauukulang tanggapan ng pamahalaan at mga paaralan ang mga kautusan, proyekto at gawain ng Komisyon sa Wikang Filipino.
- 6.3.6. Maging katuwang ng Tarlac State University sa paghubog ng mga mag-aaral na buong husay na nangunguna sa larangang pang-akademiko, sining at kultura, at sa mga kasanayang pang-global.

**Section 7**

**CENTER FOR GENDER AND DEVELOPMENT**

**7.1. ORGANIZATIONAL STRUCTURE**



## **7.2. FUNCTIONS AND SERVICES OF THE CENTER FOR GENDER AND DEVELOPMENT**

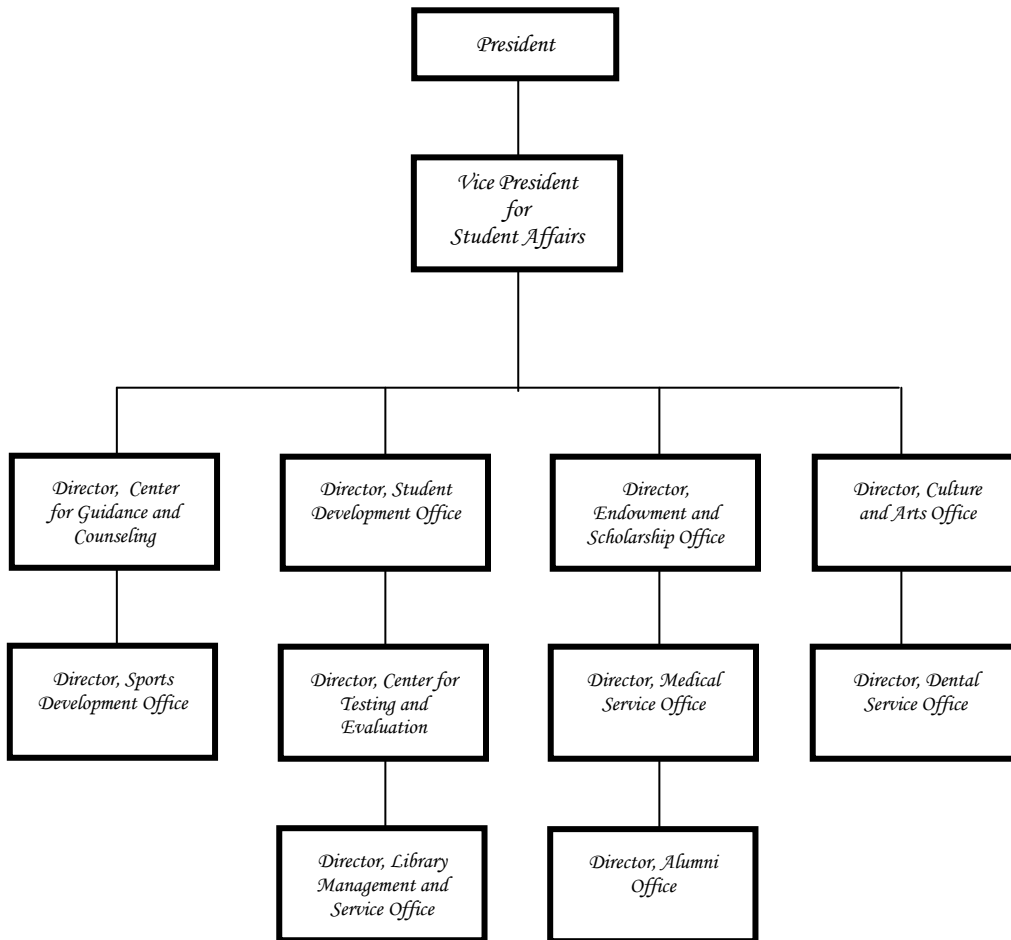
- 7.2.1. Direct Gender responsive Development Planning (GRDP) pursuant to existing laws, rules and regulations;
- 7.2.2. Serve as Adviser and Mediator on office matters concerning gender issues and women in development pursuant to RA7192, “Women in Nation-Building Act.”
- 7.2.3. Conduct development programs towards the promotion of gender awareness and responsiveness to institutional plans in accordance with the Philippine Plan for Gender Responsive Development, 1995-2025;
- 7.2.4. Recommend policies that aim at promoting gender equality and sensitivity;
- 7.2.5. Launch functional linkages with public and private agencies on matters concerning gender;
- 7.2.6. Manages the operation of the TSU Child Care Center.

## **7.3. DUTIES OF THE CENTER FOR GENDER AND DEVELOPMENT DIRECTOR**

- 7.3.1. Spearheads GAD Planning and budgeting pursuant to existing laws, rules and regulations.
- 7.3.2. Leads in mainstreaming GAD in accordance with TSU mandates.
- 7.3.3. Ensures the conduct of appropriate staffs/units periodic assessment of policies, programs/projects, procedures that are necessary in the promotion of gender equality and empowerment.
- 7.3.4. Serves as adviser and mediator on gender issues and concerns which are discriminatory to men and women in the university.
- 7.3.5. Negotiates with CHED and PCW on matters pertaining to the implementation of R.A. 7192 and Magna Carta of Women.

**Chapter 6**  
**VICE PRESIDENT FOR STUDENT AFFAIRS OFFICES**

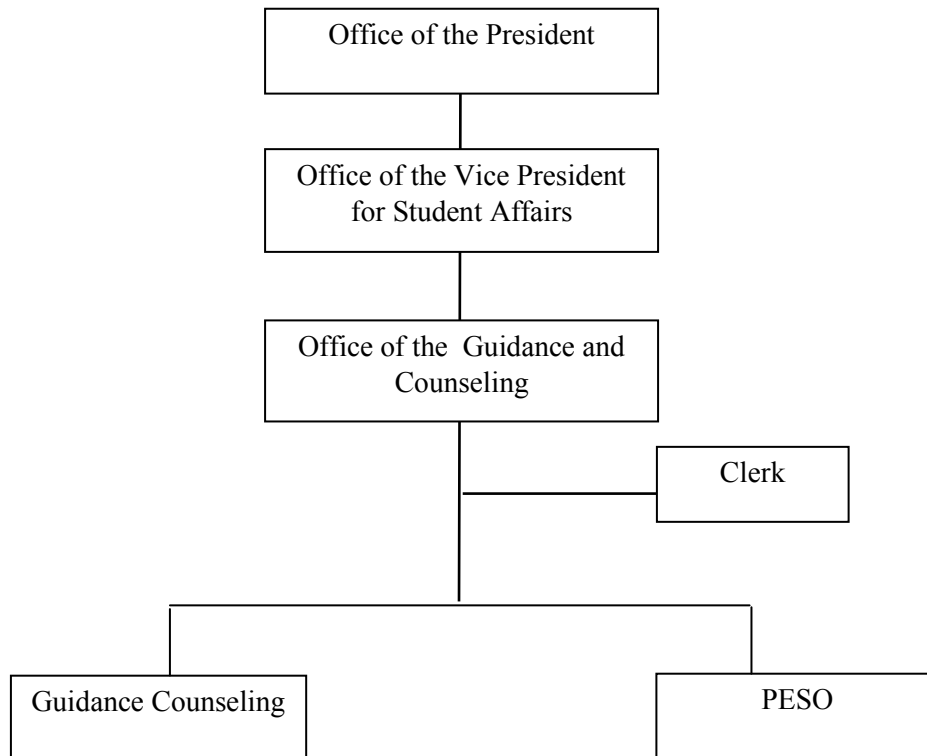
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## Section 1

### CENTER FOR GUIDANCE AND COUNSELING

#### 1.1. ORGANIZATIONAL STRUCTURE



#### 1.2. FUNCTIONS AND SERVICES OF THE GUIDANCE COUNSELING OFFICE

- 1.2.1. Gather extensive information about the students and systematically collect, evaluate, and interpret data to identify the characteristics, potentials and needs of every student.
- 1.2.2. Comprehensive and systematic collection and dissemination of information through various methods, techniques and programs in order to assist students in their personal, social, academic, emotional, occupational and spiritual planning.
- 1.2.3. Establish a dynamic, compassionate and personal interaction between a counselor and counselee where the counselor employs different approaches or techniques so as to enhance the counselee's



intrapersonal and interpersonal development and competencies.

- 1.2.4. Determine the status of the person who received the assistance and other support that must be rendered so that the service becomes holistic.
- 1.2.5. Undertake continuous research agenda for the following objectives: determine the needs of the institutional community; establish the need for improvement; validate new strategies, techniques and interventions; and discover different alternatives for attaining goals.
- 1.2.6. Tap various agencies, organizations or individuals that maybe of better assistance to students' resolution of problems and attainment of their potential..
- 1.2.7. Create a mutual sharing and analysis of information with the administration, faculty and staff, parents and community leaders to facilitate decision – making and learning about strategies for helping students.

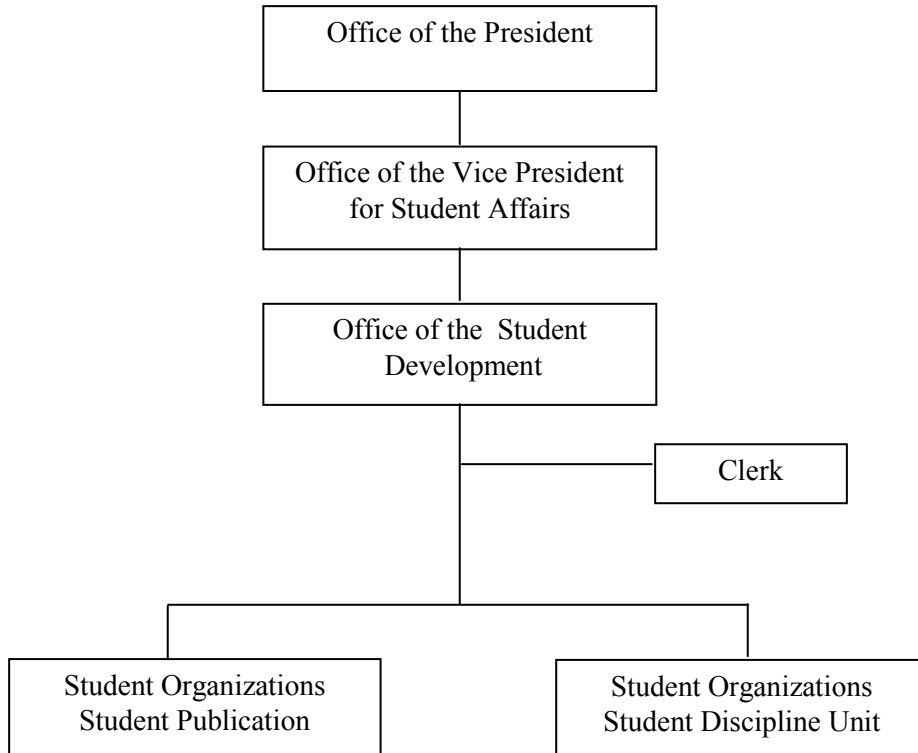
### **1.3. DUTIES OF THE CENTER FOR GUIDANCE AND COUNSELING DIRECTOR**

- 1.3.1. Ensures the provision and functioning of all the Guidance Staff, activities, facilities and budget.
- 1.3.2. Assesses needs of clientele for program planning, evaluation and research.
- 1.3.3. Provides direction and motivation for Guidance Staff.
- 1.3.4. Prepares medium and long term plan of the University Guidance and Counseling Center.
- 1.3.5. Supervises the activities and programs of all Guidance Counselors as signed to different colleges.
- 1.3.6. Coordinates with all Deans in the implementation of Guidance services and activities as well as for proper support.
- 1.3.7. Ensures the proper implementation and evaluation of all Guidance Services.
- 1.3.8. Makes sure that Guidance Staff observe ethical standards in the extension of services.

**Section 2**

**STUDENT DEVELOPMENT OFFICE**

**2.1. ORGANIZATIONAL STRUCTURE**



**2.2. FUNCTIONS AND SERVICES OF THE STUDENT DEVELOPMENT OFFICE**

- 2.2.1. Help students develop their full potentials by ensuring adequate and relevant students services, programs and activities.
- 2.2.2. Provide students all possible opportunities for optimum development in order that they become productive and responsible individuals.
- 2.2.3. Assist students in all aspects of their personal growth, social, emotional, intellectual, moral and spiritual.

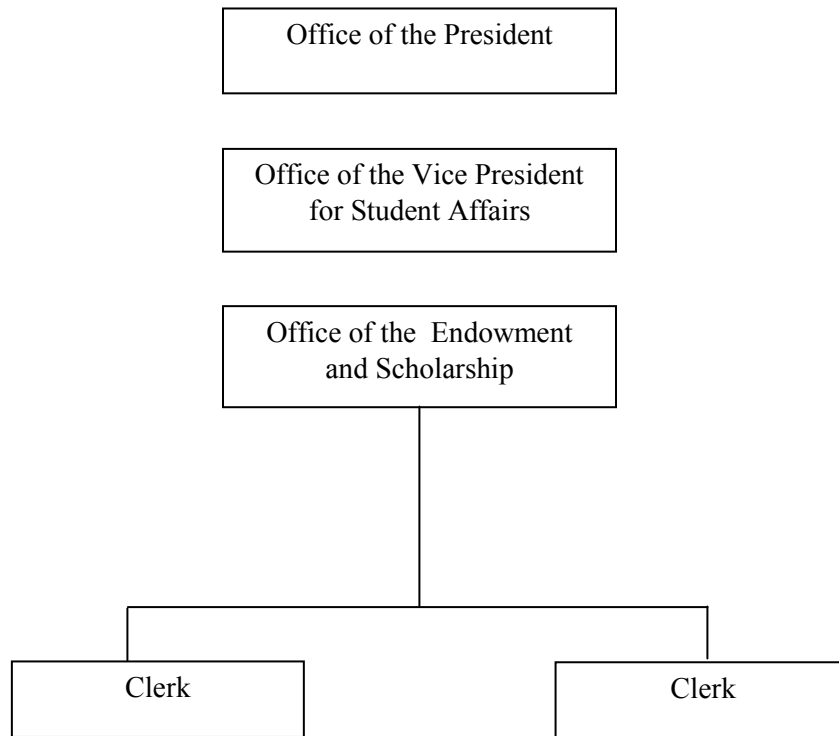
### **2.3. DUTIES OF THE STUDENT DEVELOPMENT OFFICE DIRECTOR**

- 1.3.1. Promotes and supervises student discipline through implementation of the Provisions in the University Student Manual.
- 1.3.2. Provide leadership in discipline in accordance to existing policies.
- 1.3.3. Provide discipline orientation and lectures to students.
- 1.3.4. Participate in the policy-making and decision –making pertaining to student discipline..
- 1.3.5. Conduct investigation /inquiries regarding students/faculty complaints and recommends proper sanctions.
- 1.3.6. Representative in the University Grievance Board.
- 1.3.7. Plan and supervises programs and projects of the student publication unit.
- 1.3.8. Encourage participation in the University and College publications among student writers.
- 1.3.9. Provide guidance and assistance to the different advisers and editors- in chief/staff of the different colleges in the management of their publication.
- 1.3.10. Establish policies and regulations in coordination with existing university policies and the campus journalism act of 1991.
- 1.3.11. Ensure that student writers perform with intelligence, with moral objectivity and accuracy following the ethical standards in journalism.
- 1.3.12. Establish qualifications for the Editorial Board and staff of the different college publications.
- 1.3.13. Monitor the General Plan of Action of the different publications and ensure its proper implementation. Attend to budget hearing of the different college publications

### Section 3

## ENDOWMENT AND SCHOLARSHIP OFFICE

### 3.1. ORGANIZATIONAL STRUCTURE



### 3.2. FUNCTIONS AND SERVICES OF THE ENDOWMENT AND SCHOLARSHIP OFFICE

- 3.2.1. Solicits scholarships or grants from public and private agencies, philanthropic individuals and civic organizations.
- 3.2.2. Develops criteria and procedures for the selection of scholars/grantee and assist the funding agencies pre-screen applicants and/or monitor the academic and billing status of qualified applicants.
- 3.2.3. Coordinates with the Office of the University Registrar in the preparation of enrolment and grade reports of grantees and with the Accounting Office in the preparation of accounting/billing reports of the TSU funded and external funded scholars.
- 3.2.4. Coordinates with the Guidance and Counseling Office in providing counseling to the scholars on their problems that might affect their studies.

- 3.2.5. Monitors scholars' academic performance to ensure that the scholarship or assistance is given appropriate and deserving recipients.
- 3.2.6. Facilitates enrolment of scholars from various grants and assist the scholars/grantees in processing of relevant documents.
- 3.2.7. Orient first year students and transferees regarding scholarship and publishes information on various scholarship grants available for students.
- 3.2.8. Cater the needs of students that excel academically who are financially and socially deprived..

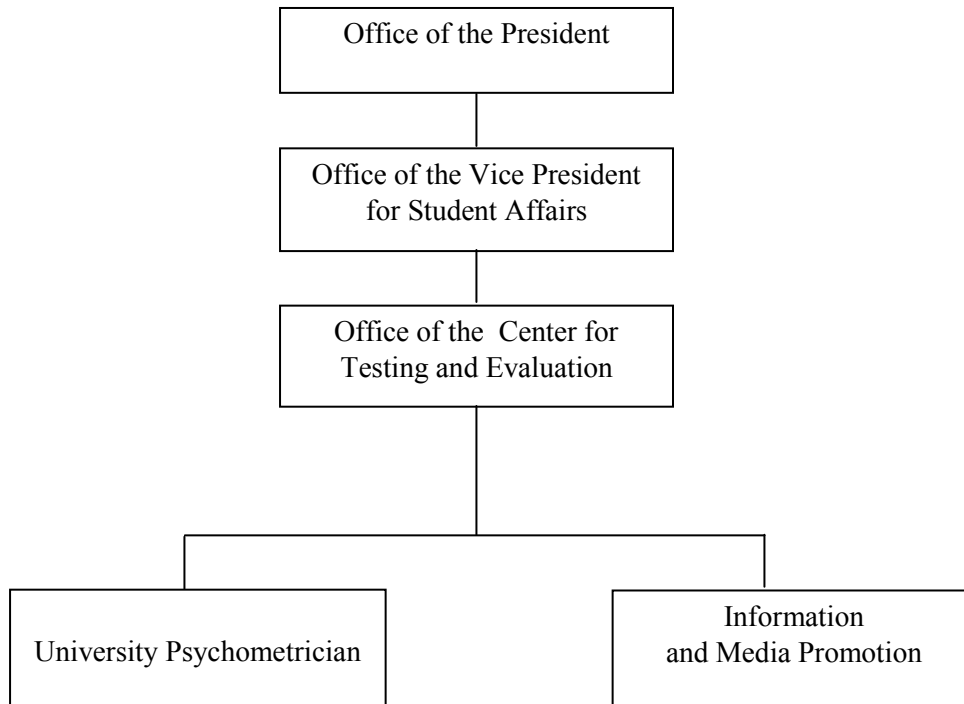
### **3.3. DUTIES OF THE ENDOWMNET AND SCHOLARSHIP OFFICE DIRECTOR**

- 3.3.1. Supervises and mentors the Assistant Director and staff in the preparation of reports and coordinate activities with the concerned agencies or offices.
- 3.3.2. Serve as witness for the University MOA signing with the scholarship or financial assistance providers and represent the University in procedures, criteria and policy discussions regarding the endowment and scholarship.
- 3.3.3. Establish and maintain good relationship with the providers or sponsors.
- 3.3.4. Recommend to the Vice President of Student Affairs the application of the grantees for approval
- 3.3.5. Direct procedures with scholarship recipients and orient/counsels regarding continuing student scholarship opportunities.
- 3.3.6. Serves as Chair/member of the Scholarship Committee.
- 3.3.7. Evaluate applications for scholarship or financial assistance; review the academic performance; interview and advice recipients with their parents on the available assistance or scholarship.
- 3.3.8. Maintain data base or master lists of the grantees or scholars.
- 3.3.9. Prepare and submit reports as required
- 3.3.10. Other tasks assigned by the supervisor when needed.

## Section 4

### CENTER FOR TESTING AND EVALUATION

#### 4.1. ORGANIZATIONAL STRUCTURE



#### 4.2. FUNCTIONS AND SERVICES OF THE CENTER FOR TESTING AND EVALUATION

- 4.2.1. Administration of Annual Psychological Testing of Students;
- 4.2.2. Administration of Psychological Testing of Transferees, Second Courser, Shifters, Returnees;
- 4.2.3. Administration of University Admissions Tests; and
- 4.2.4. Administration of Psychological Tests to referred and walk-in clients.

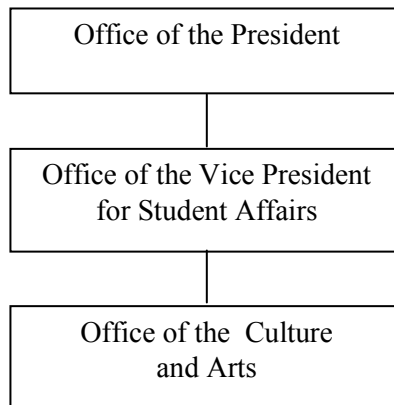
### **4.3. DUTIES OF THE CENTER FOR TESTING AND EVALUATION DIRECTOR**

- 4.3.1. Develop a functional psychological testing program for effective use in the University and the community;
- 4.3.2. Supervise the administration of psychological tests for incoming and resident students and job applicants of the University and other clientele outside the University;
- 4.3.3. Design effective strategies to recruit students for admissions, registration and placement services;
- 4.3.4. Perform all other functions as assigned by the Vice President for Student Affairs;
- 4.3.5. As Manager, ensure the provision and proper operation of the testing personnel;
- 4.3.6. As developer, assessing the testing needs of the University and Community for program planning, research, evaluation, improvement and establishment of accountability;
- 4.3.7. As a leader, providing direction and motivation for personnel and program improvement; and
- 4.3.8. Reviewing and signing off on assessment reports and other related output.

## Section 5

### CULTURE AND ARTS OFFICE

#### 5.1. ORGANIZATIONAL STRUCTURE



#### 5.2. FUNCTIONS AND SERVICES OF THE CULTURE AND ARTS OFFICE

- 5.2.1. Develop and promote Culture and Arts programs for the purpose of improving the quality of student outcomes and encouraging student development.
- 5.2.2. Spearhead, monitor and evaluate culture and arts programs to ensure that its activities are conducted within budget limits and institutional objectives.
- 5.2.3. Plan and conduct Cultural and arts activities to elevate and imbibe cultural awareness among students and the whole academic community.

#### 5.3. DUTIES OF THE CULTURE AND ARTS OFFICE DIRECTOR

- 5.3.1. Supervise the different university cultural and arts groups in their local, regional, national and international performances and participation.
- 5.3.2. Organize new cultural and arts groups which are beneficial for the total development of the students.
- 5.3.3. Conduct research and related undertakings on a wide variety of topics that will promote advancement of culture and the arts.
- 5.3.4. Respond to the queries of students, parents and other school personnel, community representatives for the purpose of providing information, assistance and direction regarding the culture and arts program and activities.



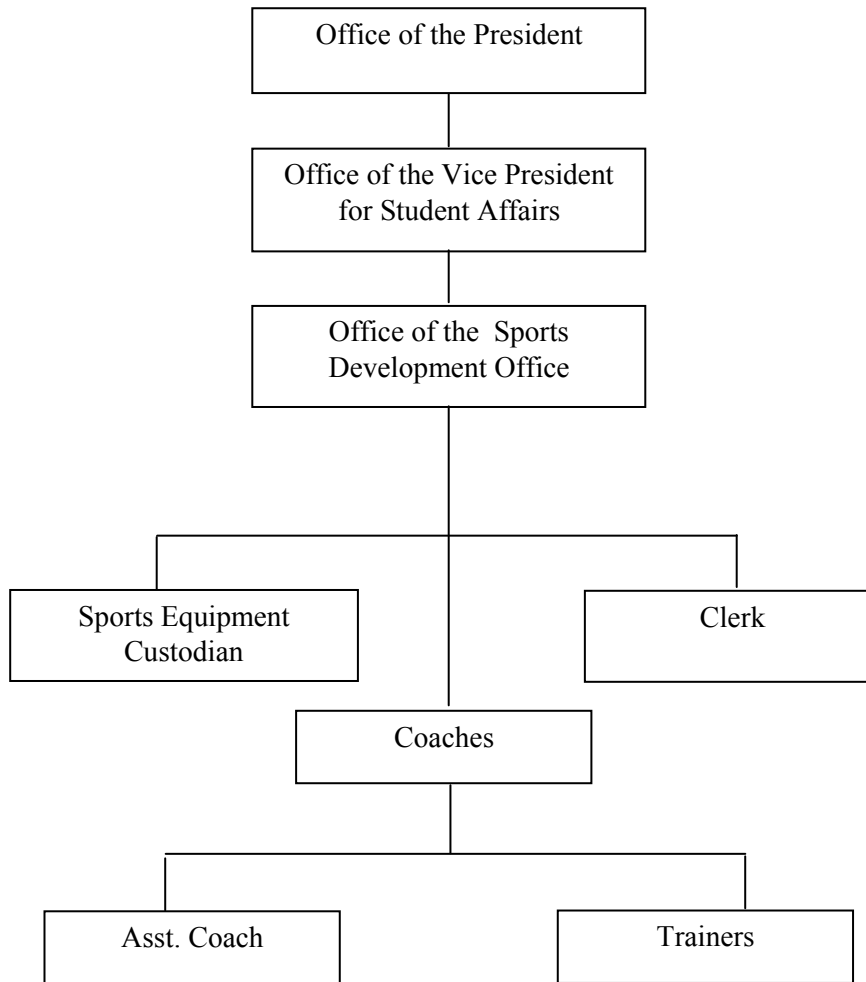
- 5.3.5. Perform administrative functions including recruitment, training, supervising, developing productivity of staff and ensuring that objectives are achieved.
- 5.3.6. Represent the University on matters pertaining to Culture and Arts.
- 5.3.7. Maintain a variety of detailed records including equipment and supply inventory, contract documents, evaluation forms, correspondence, memo etc. for the purpose of meeting program reporting requirements.
- 5.3.8. Recommend personnel to head the different cultural and arts groups as area chairman and trainers.
- 5.3.9. Perform all other functions as assigned by the Vice President for Student Affairs.



**Section 6**

**SPORTS DEVELOPMENT OFFICE**

**5.1. ORGANIZATIONAL STRUCTURE**



**5.2. FUNCTIONS AND SERVICES OF THE SPORTS DEVELOPMENT OFFICE**

- 5.2.1. Plans and implements Sports Program for skilled students to experience actual athletic competitions.
- 5.2.2. Plans, implements and improve varsity program for highly competitive athletic competitions.

- 5.2.3. Provide technical assistance to agencies and organizations in the promotion of sports activities of the university.
- 5.2.4. Maintain athletic scholarship and support the varsity athletes to encourage sports excellence.
- 5.2.5. Improve coaches and trainer's knowledge, technical expertise and competence through attendance in seminar-workshop, refresher courses and advance training.
- 5.2.6. Establish linkages in different sports associations, Philippine Sports Commission, National Sports Association and other National and Regional Sports association or even other Colleges and Universities in the region and province.

### **5.3. DUTIES OF THE SPORTS DEVELOPMENT OFFICE DIRECTOR**

- 5.2.1. Develop and prepare a comprehensive and continuing Sports Development Program for the university.
- 5.2.2. Take charge in coordination with the college's and offices concerned of Intramural and Extramural games to be participated in by the University for Purpose of promoting sports among Students and Personnel of the institution.
- 5.2.3. Recommend policies to the University Vice-President for Student Affairs for promotion of Sports in the University; and
- 5.2.4. Perform other related functions as my assigned by the university VP for Student Affairs.

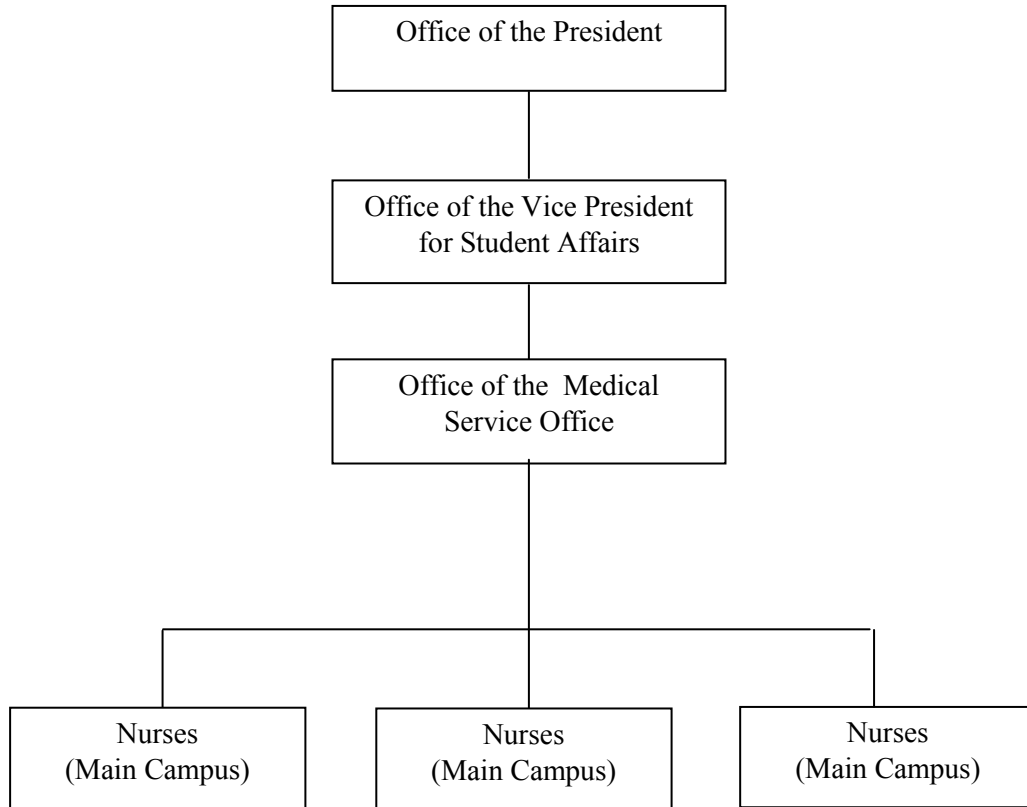
### **6.3. DUTIES OF THE CENTER FOR TESTING AND EVALUATION DIRECTOR**

- 6.3.1. Develop a functional psychological testing program for effective use in the University and the community;
- 6.3.2. Supervise the administration of psychological tests for incoming and resident students and job applicants of the University and other clientele outside the University;
- 6.3.3. Design effective strategies to recruit students for admissions, registration and placement services;
- 6.3.4. Perform all other functions as assigned by the Vice President for Student Affairs;
- 6.3.5. As Manager, ensure the provision and proper operation of the testing personnel;
- 6.3.6. As developer, assessing the testing needs of the University and Community for program planning, research, evaluation, improvement and establishment of accountability;
- 6.3.7. As a leader, providing direction and motivation for personnel and program improvement; and
- 6.3.8. Reviewing and signing off on assessment reports and other related output.

**Section 7**

**MEDICAL SERVICE OFFICE**

**7.1. ORGANIZATIONAL STRUCTURE**



**7.2. FUNCTIONS AND SERVICES OF THE MEDICAL SERVICE OFFICE**

**7.2.1. Medical Section**

- 7.2.1.1. Identify medical conditions and formulate methods of primary and secondary prevention;
- 7.2.1.2. Plans and directs all aspects of medical policies and programs;
- 7.2.1.3. Oversee all aspects of triage program;
- 7.2.1.4. Ensure performance of clinical staff remains within the scope of existing clinical practice;
- 7.2.1.5. Review and approves clinical decision support tools and all protocol re

visions;

- 7.2.1.6. Performs annual review of annual physical examination of employees and recommends based on their health stratification;
- 7.2.1.7. Submits from time to time reports on emergency cases/availments;
- 7.2.1.8. Reviews competency of clinical staff and sees to it that service rendered is consistently at par with expected competency standards; and
- 7.2.1.9. Participate in health education lectures as a resource person for the community.

### **7.2.2. Nursing Section**

- 7.2.2.1. Increase health awareness that will impact healthier lifestyle and eventually result to better health habits of each member of the university;
- 7.2.2.2. Provide wellness lectures based on prevalent medical conditions in the community;
- 7.2.2.3. May assess, plan and implement care, evaluate patients response to plan, make changes in plans as appropriate;
- 7.2.2.4. Advise patients on available and appropriate medical and social services;
- 7.2.2.5. Keep accurate patients records and maintain confidentiality at all times;
- 7.2.2.6. Compile and submit necessary medical/statistical reports;
- 7.2.2.7. Participate in quality nursing improvement activities;
- 7.2.2.8. Participates with the multi-disciplinary team in identification of health care needs and coordination of health care services;
- 7.2.2.9. Provide medical assistance to university events and programs;
- 7.2.2.10. Promote primary prevention for healthy individuals and secondary prevention for those with existing medical conditions/diseases;
- 7.2.2.11. Data gathering thru medical history taking and vital signs monitoring;  
  
Medical history taking  
Past medical history  
Previous medical conditions, e.g., confinements

Existing medical conditions  
Previous surgeries  
Vital signs monitoring:  
Blood pressure monitoring  
Heart rate monitoring  
Respiratory rate monitoring  
Temperature taking  
Height, weight and body mass index (BMI)

- 7.2.2.12. Provide counseling, education and information to patients regarding their illness; and
- 7.2.2.13. Coordinate health programs with outside organizations.



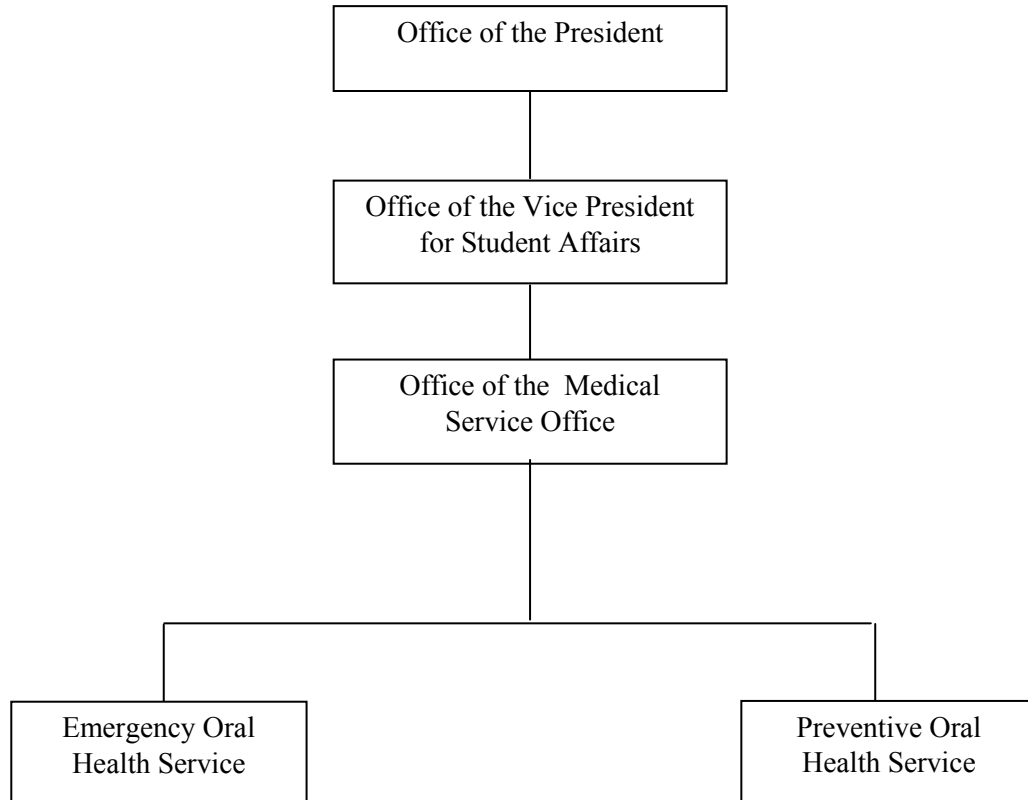
### **7.3. DUTIES OF THE MEDICAL SERVICE OFFICE DIRECTOR**

- 7.3.1. Helping the facility obtain and maintain a timely and appropriate medical care.
- 7.3.2. Assuring that medical care supports resident's health care needs, is consistent with current standards of practice, and helps the facility meet regulatory requirements.
- 7.3.3. Reviewing and evaluating aspects of physician care and practitioners services.
- 7.3.4. Helping the facility identify, evaluate, and address health care issues related to the quality of care and quality of life.
- 7.3.5. Addressing issues related to coordination of medical care or other care issues.

## Section 8

### DENTAL SERVICE OFFICE

#### 8.1. ORGANIZATIONAL STRUCTURE



#### 8.2. FUNCTIONS AND SERVICES OF THE DENTAL SERVICE OFFICE

The Dental service unit conducts the following procedure to its clientele;

- 8.2.1. Emergency Oral Health Service
  - Splinting
  - Extraction
  - Oral Prophylaxis (Severe cases)
  - Restorative Filling ( composite ) Class I, II, III, IV ( Severe Cases )
- 8.2.2. Preventive Oral Health Service
  - Oral examination and consultation
  - Oral Prophylaxis (Moderate cases)
  - Restorative Filling ( composite ) Class I, II, III, IV ( Moderate Cases)
  - Oral Health Education

### **8.3. DUTIES OF THE DENTAL SERVICE DIRECTOR**

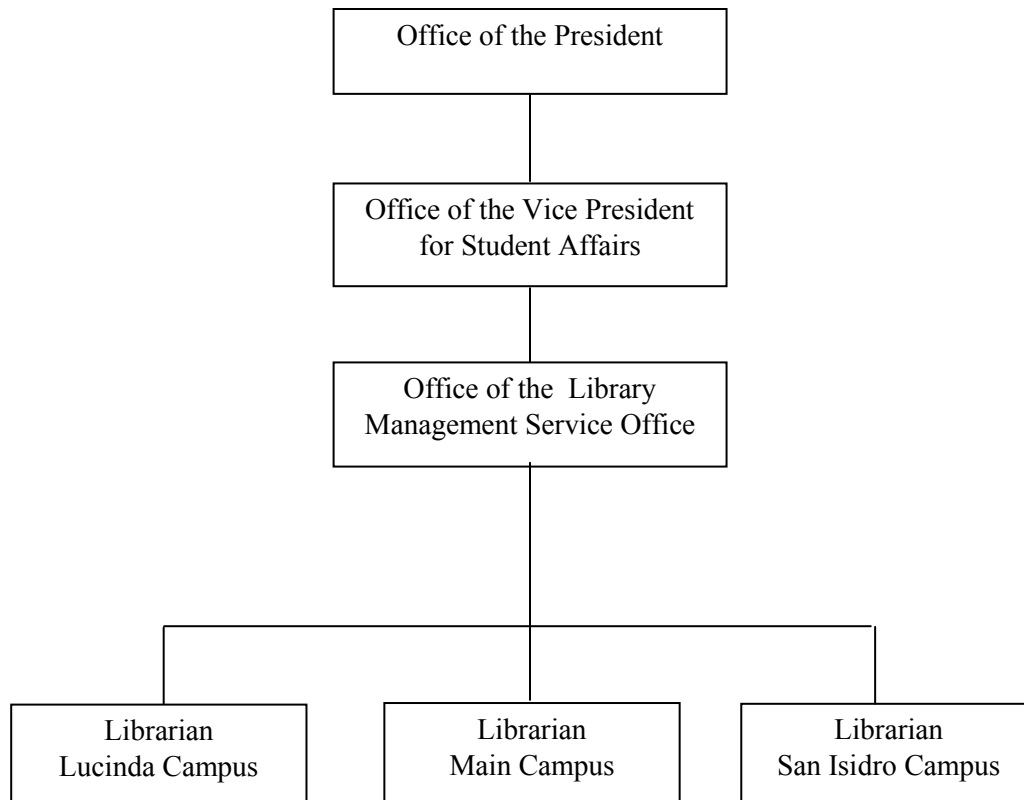
The Director for Dental Health Services will be in charge of the daily operation of the clinic. And as a leader of the team, the director is expected to perform the following;

- 8.3.1. Formulate and implement policies related to dental services being offered by the unit;
- 8.3.2. Plan and manage dental office operations to ensure excellent patient support services;
- 8.3.3. Oversee daily office activities and provide motivation, direction and guidance to staffs as needed;
- 8.3.4. In charge of budget preparation and supply management activities;
- 8.3.5. Respond to patient queries and issues and ensure patient satisfaction;
- 8.3.6. Ensure that patient appointments, cancellations and last-minute adjustments are handled properly;
- 8.3.7. Identify areas of improvements and concerns and implement appropriate corrective actions;
- 8.3.8. Formulate strategies that would enhance continuously with its standard of service;
- 8.3.9. Motivate and lead its staff to achieve targeted goals for each year.; and
- 8.3.10. And other Duties and responsibilities that would lead to achieve excellence in their service unit.

## Section 9

### LIBRARY MANAGEMENT AND SERVICE OFFICE

#### 9.1. ORGANIZATIONAL STRUCTURE



#### 9.2. FUNCTIONS AND SERVICES OF THE LIBRARY MANAGEMENT AND SERVICE OFFICE

##### 9.2.1. Users Assistance

Though the Library practices the open shelf system, users can consult the library staff for assistance in looking for information or direction to library materials and/or advice on library collections and services.

##### 9.2.2. Circulation Service

This is the access to information, borrowing materials and equipment, and returning and recalling of books.

##### 9.2.3. Computer and Internet Access

The Library is equipped with computer units with internet access. Students can do educational research through the internet.

**9.2.4. Audio/Visual Services**

The Audio Visual Room is located at the 3<sup>rd</sup> Floor of the Jose V. Yap Library in Lucinda Campus. Equipment and facilities are available for users.

**9.2.5. Interlibrary Loan**

The TSU student is furnished with a referral letter addressed to the librarian/ head of the institution where he/she wishes to visit. The LMSO reciprocate this service by allowing the qualified researcher/s from other Institutions to use its resources.

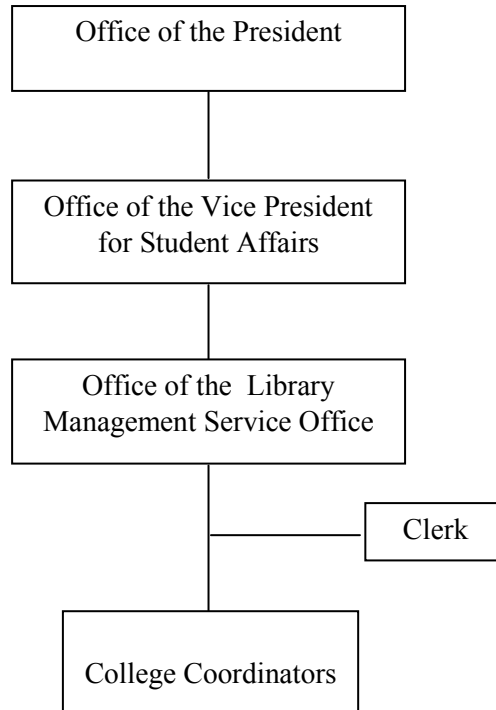
**9.3. DUTIES OF THE LIBRARY MANAGEMENT AND SERVICE OFFICE DIRECTOR**

- 9.3.1. Presents an Annual Report to the President through the Vice President of Student Affairs.
- 9.3.2. Recommends to the President through the Vice President of Student Affairs the appropriation for the acquisition of books, publications, equipment, materials, supplies and other needs of the Library.
- 9.3.3. Recommends to the President through the Vice President of Student Affairs the appointment of the Library Staff for promotions, dismissal and transfer within the Library Units as dictated by the exigency of service.
- 9.3.4. Enforces Library policies and regulations and assists the Vice President for Student Affairs in the formulation of Library rules and policies.
- 9.3.5. Acts as Vice Chairman of the Library Committee.
- 9.3.6. Takes initiative to work for the progress and development of the Library.

**Section 10**

**ALUMNI OFFICE**

**10.1. ORGANIZATIONAL STRUCTURE**



**10.2. FUNCTIONS AND SERVICES OF THE ALUMNI OFFICE**

- 10.2.1. To serve as the link between the alumni and the administration;
- 10.2.2. To encourage the maximum participation, involvement, support and commitment of the alumni to TSU.
- 10.2.3. To assist the TSU Alumni Association Inc. in identifying, cultivating and involving the alumni in the university and alumni programs, events and activities.
- 10.2.4. To represent TSU and the TSUAAI in the programs, events and activities of the university and the alumni;
- 10.2.5. To continuously update the university alumni web page information regarding TSU graduates.

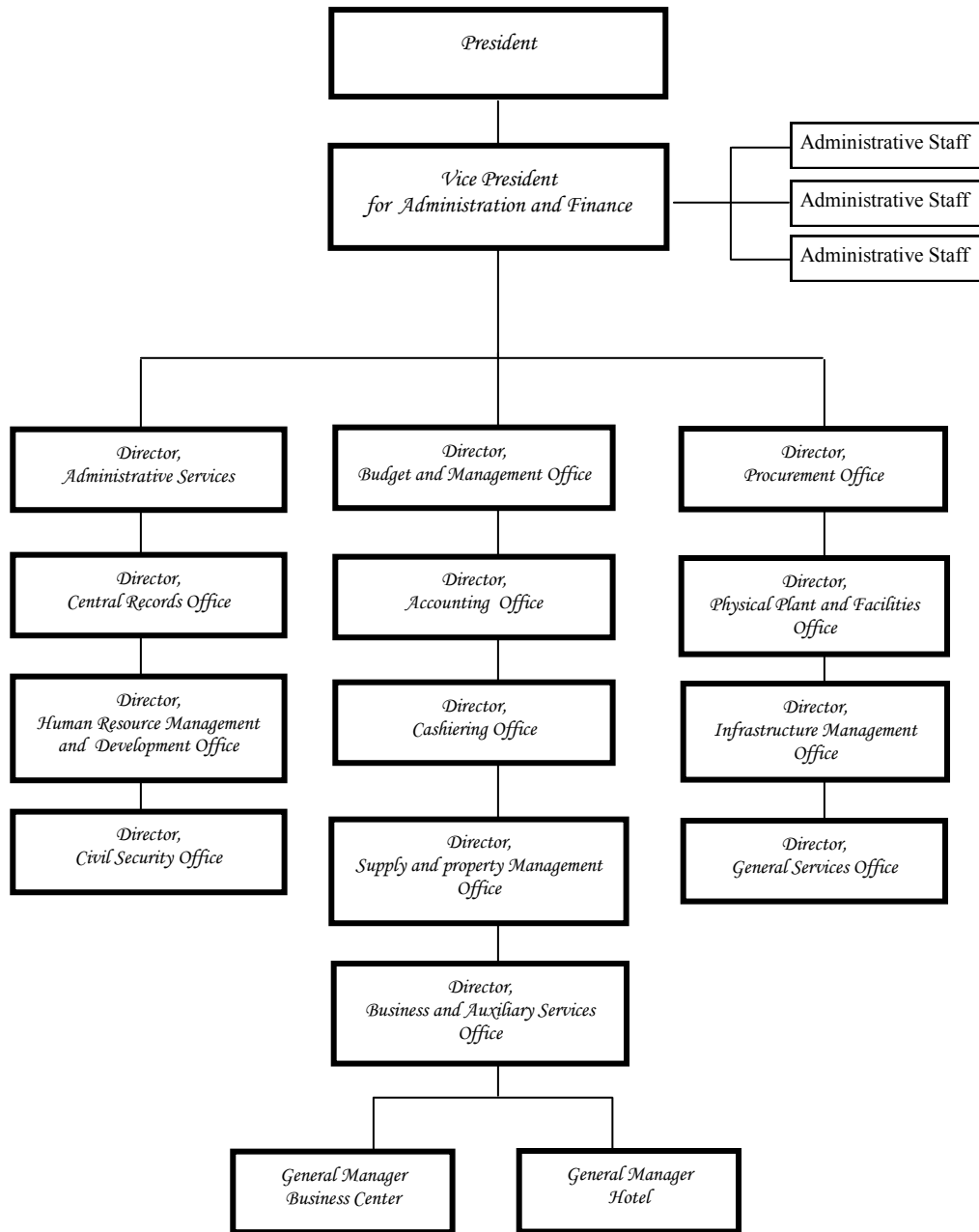
### **10.3. DUTIES OF THE ALUMNI DIRECTOR**

- 10.3.1. To act as the overseer of the operation done in the alumni office/center;
- 10.3.2. To coordinate to the alumni and the TSUAAI the activities, occasions, programs and events for maximum participation;
- 10.3.3. To assist and coordinate to the TSUAAI the needs of the alumni such as scholarship grants and other benefits;
- 10.3.4. To encourage and help alumni in organizing alumni events here and abroad;
- 10.3.5. To submit report to the administration activities and events of the alumni for proper coordination.

## Chapter 7

# OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE OFFICES

### ORGANIZATIONAL CHART

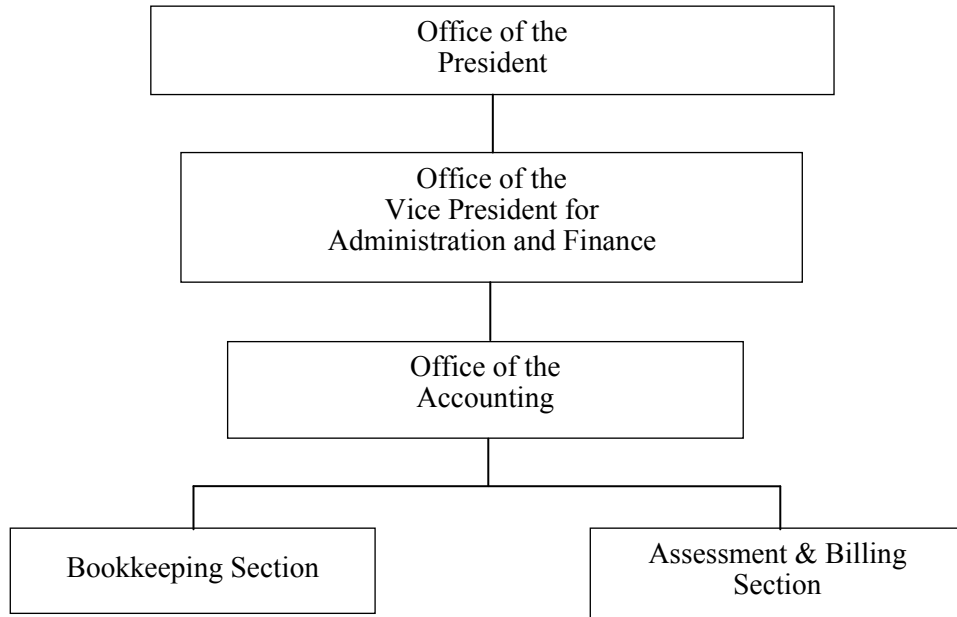




## Section 1

### ACCOUNTING OFFICE

#### 1.1. ORGANIZATIONAL STRUCTURE



#### 1.2. FUNCTIONS AND SERVICES OF THE ACCOUNTING OFFICE

##### 1.2.1. Bookkeeping Section

Functions:

- 1.2.1.1. Maintain basic accounting records and books of accounts to reflect accurately and currently the financial condition and results of operation of the university for management and analysis.
- 1.2.1.2. Review reports of all accountable officers before recording them in the journals.
- 1.2.1.3. Maintain records of deposits, repayments, payroll/voucher deductions, withholdings, refunds, remittances of payable accounts to other government offices and private parties.
- 1.2.1.4. Process vouchers, payrolls, requisitions and other claims and certify as to the availability of cash.
- 1.2.1.5. Maintain index records for all payments made.

- 1.2.1.6. Prepare billings to debtors of the university and maintain subsidiary records as required.
- 1.2.1.7. Follow-up the liquidation of cash advances, payables and dormant accounts.
- 1.2.1.8. Pursue collections of accounts receivable.
- 1.2.1.9. Maintain Project Cost Sheets and control records for the approved program of work, whenever necessary.
- 1.2.1.10. Prepare and submit to the concerned offices periodic Financial Statements and other accounting reports and statements.

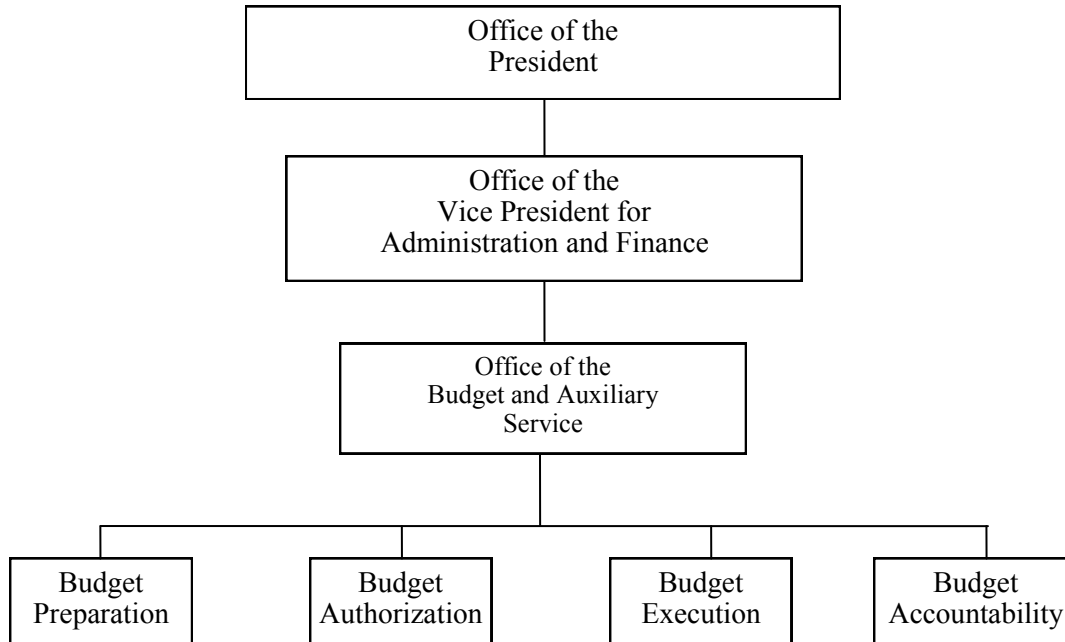
### **1.3. DUTIES OF THE ACCOUNTING OFFICE DIRECTOR**

- 6.5.1. Pre payment audit transactions;
- 6.5.2. Certifies as to availability of funds;
- 6.5.3. Certifies the Disbursement voucher;
- 6.5.4. Reviewing and approving Journal Entries;
- 6.5.5. Prepares monthly Bank Reconciliation Statement –MDS account;
- 6.5.6. Analyze system generated reports (Trial Balance s, Financial Statements, SL Balances & Schedules);
- 6.5.7. Prepares Monthly Remittance of Value Added Taxes Withheld;
- 6.5.8. Prepares Monthly Remittance of Expanded Income Taxes Withheld (1601E);
- 6.5.9. Prepares monthly Tax Remittance Advice (TRA);
- 6.5.10. Prepares quarterly summary schedule of Cash Advance;
- 6.5.11. Prepares other financial reports required by COA, DBM, etc.

## Section 2

### BUDGET MANAGEMENT OFFICE

#### 2.1. ORGANIZATIONAL STRUCTURE



#### 2.2. FUNCTIONS AND SERVICES OF THE BUDGET MANAGEMENT OFFICE

The Budget Management Office adheres to the government phases of budgeting known as budget preparation, budget authorization, budget execution, and budget accounting.

##### 2.2.1. Budget Preparation

Functions:

- 2.2.1.1. Consolidation of needed data for budget preparation during the 1<sup>st</sup> quarter of the year.
- 2.2.1.2. Preparation of complete set of Budget Proposal using prescribed forms and following procedures per National Budget Memorandum issued by DBM, Senate, Congress, till the 2<sup>nd</sup> quarter of the year.

- 2.2.1.3. Preparation and completion of Budget Execution Document (BEDs) for the last quarter of the year.
- 2.2.1.4. Preparation and completion of Budget and Financial Accountability Reports (BFAR) every quarter of the year.
- 2.2.1.5. Consolidation and completion of Special Budget Proposal for BOR during the 1<sup>st</sup> and 2<sup>nd</sup> quarter of the year.
- 2.2.1.6. Preparation and completion of Normative Financing.

## **2.2.2. Budget Authorization**

Functions:

- 2.2.2.1. During this phase of the budget, the President or its authorized representative conducts a series of meeting with the deans and directors to prioritize the expenditures of the University.
- 2.2.2.2. A month after the signing of the General Appropriation Act by the President, the Budget Office shall submit to DBM.
- 2.2.2.3. All work and financial plans regardless of funding source shall be consolidated by the Budget Office before approval of the President.
- 2.2.2.4. Conducts series of meeting with different offices with regard to their expenditures priorities.
- 2.2.2.5. Submits to DBM of the Work Plan, Financial Plan of Program/ Activities project, Cash Program, List of Retirement and Terminal Leave Benefits and Annual Procurement Program of the University.

## **2.2.3. Budget Execution**

Function:

- 2.2.3.1. Receiving and reviewing obligation requests, vouchers, pay rolls, job orders, purchase requests and other requests for funding.
- 2.2.3.2. Recording of obligated requests, vouchers, payrolls for each funds as well as RAOPS, RAOMOOE, RAOSB, TF, TSU Production.
- 2.2.3.3. Reviewing and certifying of obligation request, cash requests, pay rolls, vouchers and other requests for funding.

2.2.3.4. Obligating and posting of obligation requests, payrolls, vouchers and other requests for funding.

2.2.3.5. Approving of obligation request, payrolls, vouchers, and other requests for allotment.

2.2.3.6. Releasing /routing vouchers, payrolls, and other requests for funding.

2.2.6.7. Posting amount per obligated vouchers, payrolls per program/ function by object or expenditures.

#### **2.2.4. BUDGET MONITORING**

Function:

5.4.4.1. Providing accurate and correct figure regarding allocated budget to various office of the University and other agency of the government as well.

5.4.4.2. Evaluating of fund allocation and utilization if in accordance with approved budget based on budget to various offices of the Agency.

5.4.4.3. Providing financial analyses to various projects and activities of the College to support the management in its decision-making function.

5.4.4.4. Providing financial analyses and reports to various agencies of the government.

#### **2.2.5. SUPPORT FUNCTIONS**

5.4.5.1. Serves as a liaison officer to different agencies as compliance for the submission of various requirements.

5.4.5.2. Attend all budget hearings, dialogues, meetings, consultations of the agency and other reviewing officials.

5.4.5.3. Preparation of individual reports regarding the use of budgetary balances of each offices of the agency.

5.4.5.4. Preparation of analyses to all projects under the CBP and other activities of the institution.

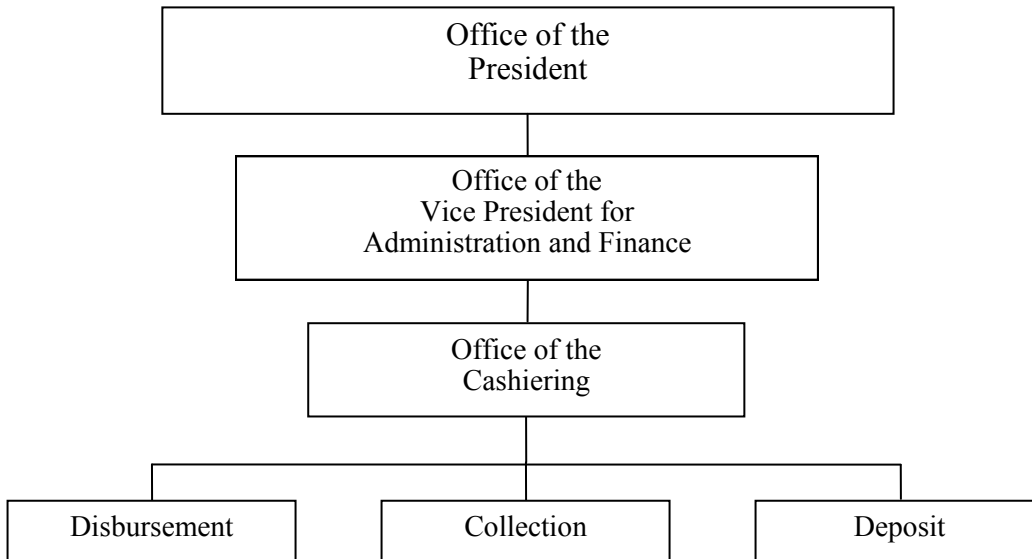
### **2.3. DUTIES AND RESPONSIBILITIES OF BUDGET MANAGEMENT OFFICE DIRECTOR**

- 5.5.1. Consolidates needed data for budget preparation during the 1<sup>st</sup> quarter of the year.
- 5.5.2. Prepares complete set of Budget Proposal using prescribed forms and following procedures per National Budget Memorandum issued by DBM, NEDA, Senate, Congress, till the 2<sup>nd</sup> quarter of the year.
- 5.5.3. Prepares and completes Budget Execution Document (BEDs) for the last quarter of the year.
- 5.5.4. Prepares and completes of Budget and Financial Accountability Reports (BFAR) every quarter of the year.
- 5.5.5. Consolidates and completes Special Budget Proposal for BOR during the 1<sup>st</sup> and 2<sup>nd</sup> quarter of the year.
- 5.5.6. Reviewing and certifying cash requests, payrolls, vouchers and other requests for funding.
- 5.5.7. Approving of obligation request, payrolls, vouchers, and other requests for allotment.
- 5.5.8. Providing accurate and correct figure regarding allocated budget to various office of the University and other agency of the government as well.
- 5.5.9. Serves as a liaison officer to different agencies as compliance for the submission of various requirements.
- 5.5.10. Attend all budget hearings, dialogues, meetings, consultations of the agency and other reviewing officials.

### Section 3

## CASHIERING OFFICE

### 3.1. ORGANIZATIONAL STRUCTURE



### 3.2. FUNCTIONS AND SERVICES OF THE CASHIERING OFFICE

The cashiering office is composed of three major functions: disburse, collect and deposit, and to record and report transactions incurred daily.

#### 3.2.1. Disbursement

To pay out obligations to payees by check, ADA and cash (Petty Cash, through ATM and Cash Advances by an accountable officer.

#### 3.2.2. Collection and Deposit

To receive payment from payees in any manner and procedure of collections covered by laws and regulations, and deposit them for safekeeping in a government servicing bank.

#### 3.2.3. Record and Report

To record in the respective books of account, and to prepare and submit reports to concerned offices transactions incurred daily.

### **3.3. DUTIES OF THE CASHIERING OFFICE DIRECTOR**

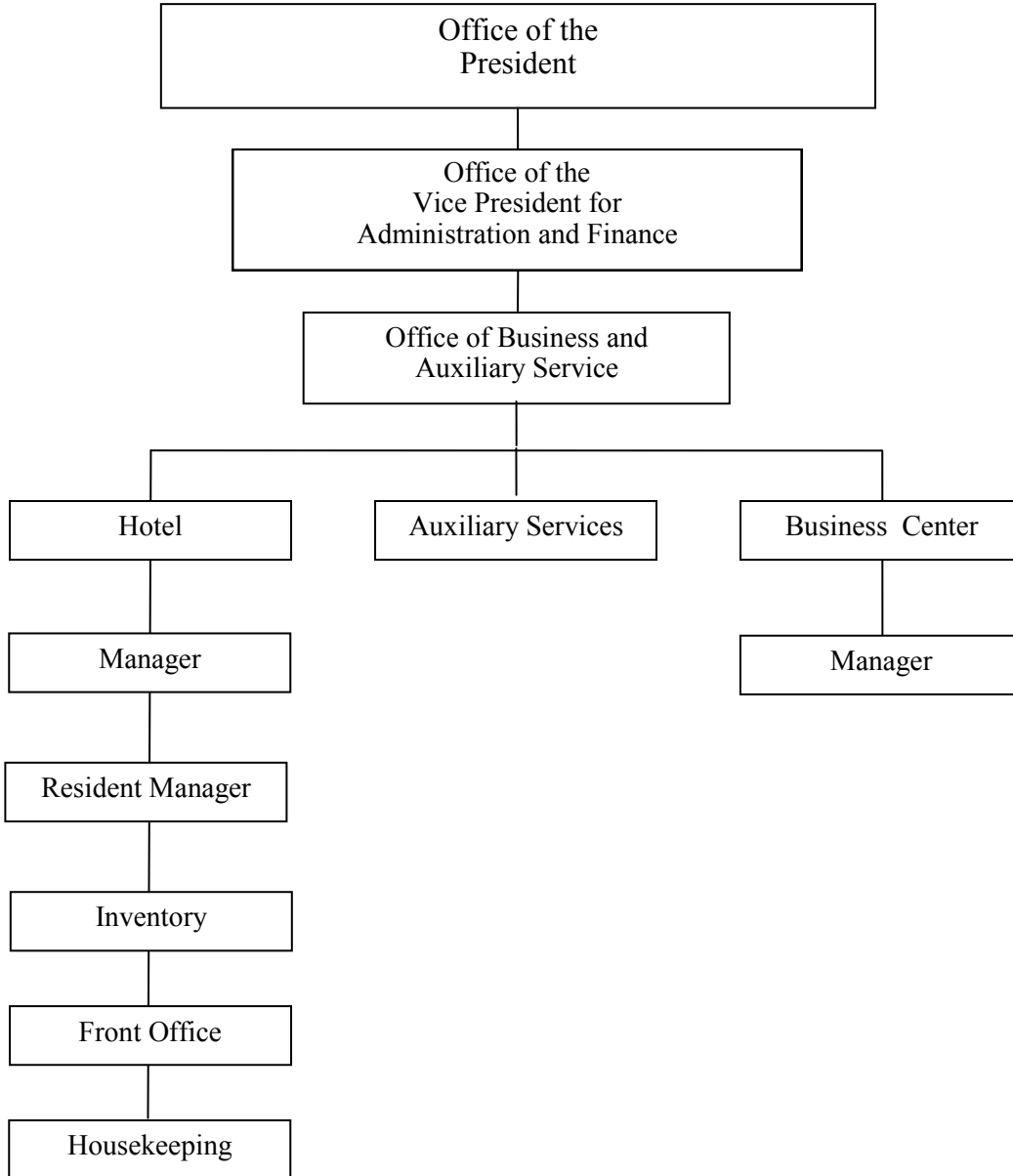
- 3.3.1. Supervises Disbursement; Collection & Deposit, and Recording & Reporting.
- 3.3.2. Verifies correctness of Records and Reports.
- 3.3.3. Prepares accomplishment Report.
- 3.3.4. Performs other duties which may be assigned from time to time.



**Section 4**

**BUSINESS AND AUXILIARY SERVICE OFFICE**

**4.1. ORGANIZATIONAL STRUCTURE**



## **4.2. FUNCTIONS AND SERVICES OF THE BUSINESS AND AUXILIARY SERVICE OFFICE**

- 4.2.1.1. Determine, in consultation with the concerned sectors, the goods and services that will be made available to the university clientele;
- 4.2.1.2. Formulate, implement, and continuously improve systems and procedures that are consistent with the government procurement law university policies in the procurement of the materials, supplies, and services to sustain the activities of the Office;
- 4.2.1.3. Conceive, implement, and improve systems and procedures in the inventory of supplies, materials, and services to sustain the operations of the Office;
- 4.2.1.4. Formulate, implement, and continuously improve systems and procedures in the marketing and distribution of goods and services to the clientele;
- 4.2.1.5. Strive to achieve a high level of clientele satisfaction;
- 4.2.1.6. Guarantee the judicious use of the university resources; and
- 4.2.1.7. Ensure that all activities of the Office will redound to the benefit of the university.

### **4.2.2. Auxiliary Services**

The Auxiliary Services Office is responsible for approving, coordinating and scheduling the use of all rentable spaces for non instructional events. University facilities that may be used for events by organizations, groups, or individuals (including university employees using university space for personal events), both sponsored and non-sponsored, include, but are not limited to the Dr. Manese Gymnasium, Main Audio visual Room (AVR), College of Engineering AVR, Business Center AVR, Amphitheater (Lucinda Campus), and other facilities in all campuses of the University that are covered under this policy. An event is defined as any function, meeting, gathering, workshop, or seminar, etc. attended by others, regardless of size or purpose. Permission to use university space may only be granted if such use is consistent with the mission of the University.

### **4.2.3. Business Center**

The Business Center consists of the General Merchandise Section which provides students, faculty, staff, and other clientele with college uniforms, PE uniforms, CSC shirts, books, bags ID holders, lanyards, and souvenir items; the Digital Printing Studio which provides RFIDs, IDs, and other digital printing services; the Print Shop which provides tarpaulin and sticker printing services; and the Copy Center that provides photo copying services

of classroom materials, tests, handouts and a broad range of promotional and administrative materials in black and white and in color, such as brochures, programs, flyers, cards, letters, and reports.

#### **4.2.4. University Hotel**

The University Hotel is located at the Villa Lucinda Campus. The hotel is a five-story building with 49 guest rooms, function rooms, and a dining room. The guest rooms are furnished with modest amenities such as hot and cold shower, cable TV, and WiFi. The hotel is an ideal place to hold business meetings, seminars, conferences, and trainings.

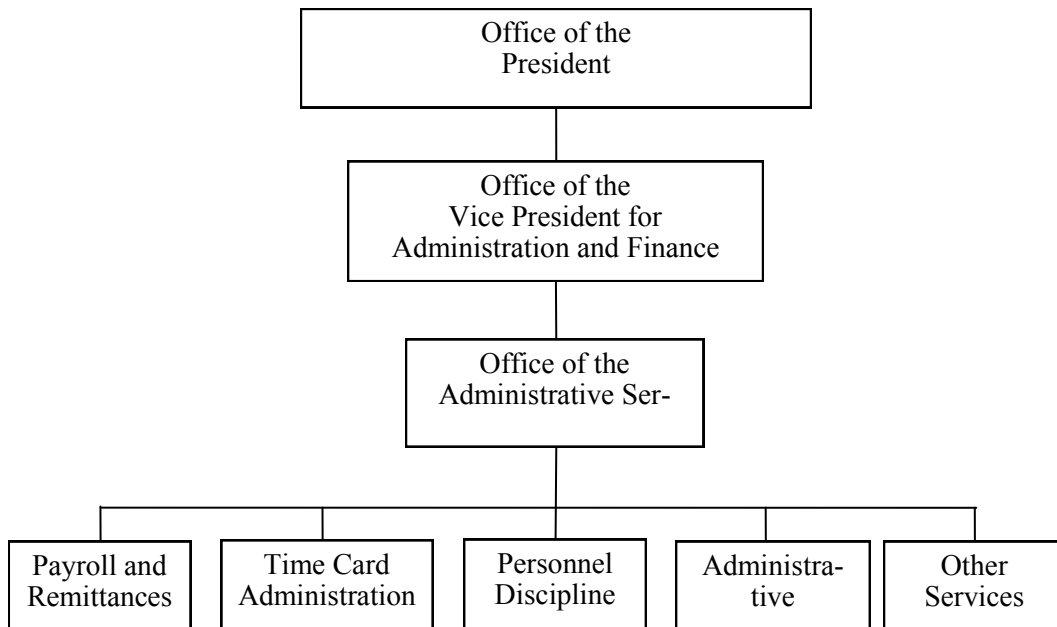
### **4.3. DUTIES OF THE BUSINESS AND AUXILIARY SERVICE OFFICE DIRECTOR**

- 4.3.1. Spearhead the University's income generating programs and projects.
- 4.3.2. Direct, coordinate and manage the retail and auxiliary services that support the educational, social, cultural, and recreational interests of the colleges/units and the whole University to meet the needs of the student and generate revenue to maintain regular operation.
- 4.3.3. Coordinate and maintain standards of excellence in providing business and auxiliary services.
- 4.3.4. Monitor the business and auxiliary service budgets.
- 4.3.5. Relate the revenue-generating effort of Business and Auxiliary services to the total University operation.
- 4.3.6. Develop business strategies for income generating activities of the University.
- 4.3.7. Monitors the performance of the personnel.
- 4.3.8. Assists in performing all tasks necessary to achieve the organization's mission and growth plans.
- 4.3.9. Disseminates official memorandums, administrative orders, and other circulars to concerned personnel.
- 4.3.10. Safeguards all properties under the jurisdiction of the office from loss or damage.
- 4.3.11. Performs other functions as mandated by the higher authorities.

## Section 5

### ADMINISTRATIVE SERVICES OFFICE

#### 5.1 ORGANIZATIONAL STRUCTURE



#### 5.2 FUNCTIONS AND SERVICES OF THE ADMINISTRATIVE SERVICES OFFICE

The Administrative Services are composed of five sections namely: Payroll and Remittances, Time Card Administration; Personnel Discipline; Administrative Support and Other Services section.

##### 5.2.1. Payroll and Remittances Section

Functions:

- 5.2.1.1. Certify payrolls of academic and non-academic personnel – Personnel Economic Relief Allowance (PERA), Representation and Travelling Allowance (RATA), Clothing, Subsistence, and Laundry Allowance, Proportional Vacation Pay, Mid-Year Bonus, Salary Differential, Productivity Incentive Bonus (PIB), Economic Upliftment Allowance (ECUPA), and Professional Enhancement and Skills Upgrading Assistance (PESUA).

- 5.2.3.2. Prepare daily and monthly report of the result of monitoring.
- 5.2.3.3. Deliver notice from the Administrative Office to the concerned immediate supervisors on report of absences.

#### **5.2.4. Personnel Discipline Section**

Functions:

- 5.2.4.1. Supervise the monitoring of attendance and punctuality of faculty members and non-teaching personnel (regular, job orders, part-timers and lecturers).
- 5.2.4.2. Participate in the conduct of administrative investigations and promotion of efficiency and welfare of personnel.
- 5.2.4.3. Promote and pursue discipline in accordance with CSC rules on discipline. In line with this, the unit aims to initiate administrative investigation to erring employees and to penalize somebody if found guilty beyond doubt and following the due process on certain light or grave offenses.

#### **5.2.5. Administrative Support Section**

Functions:

- 5.2.5.1. Execute of policies and functions of the administrative aspects of operation of the University.
- 5.2.5.2. Sits as member of the executive staff and administrative council in formatting policies and development strategies designed to improve the efficiency and effectiveness of personnel.
- 5.2.5.3. Sit as member of the Bids and Awards Committee, Scholarship Committee, Personnel Selection Board, and PRAISE Committee.
- 5.2.5.4. Review and prepare reports, communication, memoranda, certification, contracts of services/job orders and student assistants for President's action..
- 5.2.5.5. Review academic loading of faculty assigned to teach on honorarium basis (as to number of students and rate).
- 5.2.5.6. Participate in reclassification of plantilla positions.
- 5.2.5.7. Conduct inspection and inventory of property for condemnation.

### **5.2.6. Other Services**

Functions:

- 5.2.6.1. Supervise the preparation of summary report of assets, liabilities and networth of faculty and staff for submission to agencies concerned.
- 5.2.6.2. Collect and prepare summary of filers of Statement of Assets, Liabilities, and Networth as well as Disclosure of Business Interests of faculty and staff for submission to the Ombudsman Office.
- 5.2.6.3. Bills Payment
  - Philippine Long Distance Telephone Company
  - Smart Communications
  - Tarlac Electric Incorporated
  - Tarlac City Water District
  - Digital Telecommunications
- 5.2.6.4. Statement of Income and Deductions (as requested).
- 5.2.6.5. Supervise and monitor the dispatching of university vehicles and the preparation of trip tickets.

### **5.3. DUTIES OF THE ADMINISTRATIVE SERVICE OFFICE DIRECTOR**

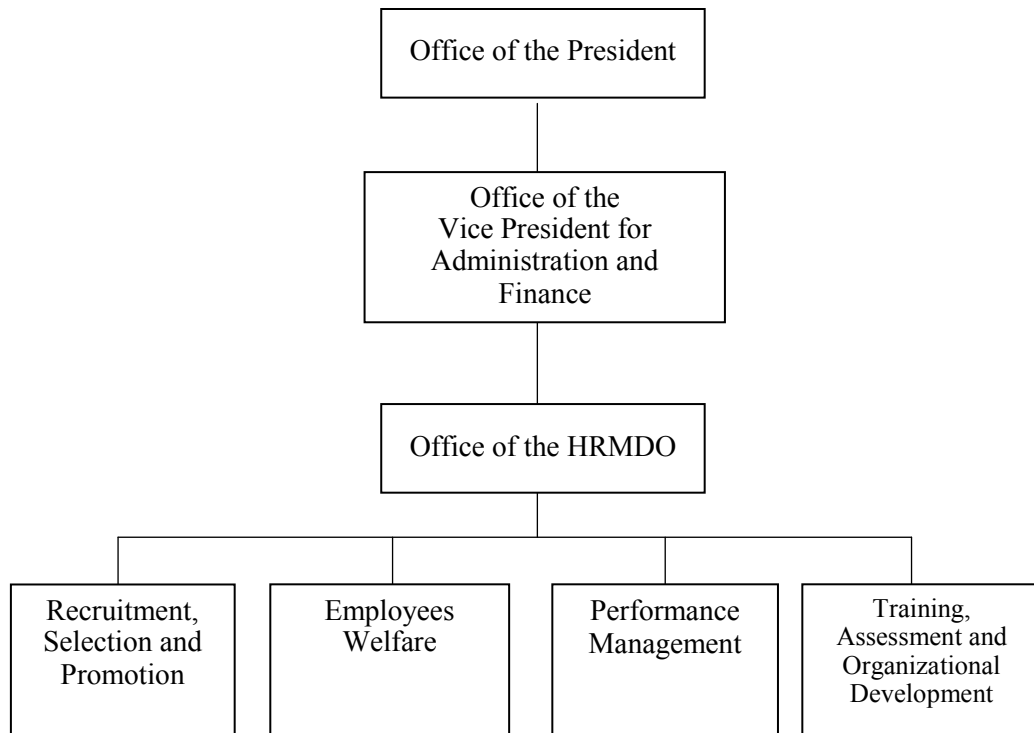
- 2.5.1. Contributes to the efficient and effective direct support service to the University through the supervision on the preparation of payrolls and remittances, time card and administration, personnel discipline and other relative administrative support services.
- 2.5.2. Reviews/prepares reports, communication, memoranda, certification, contracts of services/ job orders and student assistants for President's approval.
- 2.5.3. Reviews academic loading of faculty assigned to teach on honorarium basis (as to number of students and rate).
- 2.5.4. Reviews and certifies Special Orders of Lecturers/ Part-timers.
- 2.5.5. Promotes and pursue discipline in accordance with CSC rules and regulations. In line with this, to initiate administrative investigation to erring employees and administer sanction if found guilty beyond reasonable doubt following the due process on certain light or grave offenses.
- 2.5.6. Participates in the policy formulation of the Administrative Council and the Management Council.
- 2.5.7. Administers sworn and subscribe documents of the University for academic and non-academic personnel, service contractors and students, like assets and liabilities and waiver for on the job training of students.

- 2.5.8. Certifies monthly income and deductions of regular faculty and personnel as well as the job orders for loan purposes.
- 2.5.9. Supervises and monitors documents printed in the printing press.
- 2.5.10. Supervises and monitors the dispatching of university vehicles and preparation of trip tickets.
- 2.5.11. Conducts inspection and inventory of property for condemnation.
- 2.5.12. Sits as member of the different Committees namely: Administrative Council, Scholarship, PRAISE, Merit Selection and Promotion Plan, Personnel Selection Board, Performance Management Team, Bids and Awards Committee.

## Section 6

### HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE

#### 6.1. ORGANIZATIONAL STRUCTURE



#### 6.2. FUNCTIONS AND SERVICES OF THE HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE

The Human Resource Management and Development Office take charge of the Recruitment, Selection and Promotion, Personnel Services, Personnel Development and Training of the University .

##### 6.2.1. Recruitment, Selection and Promotion

Functions:

- 6.2.1.1. Recruits and screens applicants in accordance with existing laws, rules, policies and procedures (University as well as Civil Service Rules).
- 6.2.1.2. Assists the Faculty Selection Board (FSB) and Personnel Selection Board (PSB) in evaluating the teaching demonstration/



interview/examination of applicants.

- 6.2.1.3. Serves as secretariat to the FSB and PSB in its tasks of recommending chosen applicant to the President and the Board of Regents who shall confirm the appointment of the chosen applicant.
- 6.2.1.4. Assists the appointed and confirmed applicant in the preparation and completion of necessary requirements.
- 6.2.1.5. Orients newly confirmed and appointed applicants regarding policies of the University.
- 6.2.1.6. Assists the FSB and PSB in facilitating procedures in the promotion of personnel.

## **6.2.2. Employees Welfare**

Functions:

- 6.2.2.1. Provides assistance to personnel in obtaining maximum benefits from the University as well as from the different agencies whether government or private (leave, loans, medical, retirement, etc.).
- 6.2.2.2. Provides relevant data needed by personnel.
- 6.2.2.3. Acts as Liaison Officer in behalf of the University, the HRMD Office, or the personnel whenever necessary.
- 6.2.2.4. Provides pertinent reports needed by the other government agencies.
- 6.2.2.5. Acts as the Civil Service arm in disseminating rules, policies and procedures.
- 6.2.2.6. Maintains personnel records.

## **6.2.3. Performance Management**

Functions:

- 6.2.3.1. Facilitates in the administration of the Performance Evaluation of all the Lecturers/Part-timers and Job Orders before the end of every semester.
- 6.2.3.2. Facilitates in the conduct of the university Strategic Performance Management System (SPMS).
- 6.2.3.3. Facilitates in the submission of NBC-CCE and QCE documents of all the faculty members in the varied Colleges.

- 6.2.3.4. Coordinates with the CCE and QCE Evaluators and Reviewers relative to the conduct of the NBC evaluation processes.
- 6.2.3.5. Provides the needed summary of data for every faculty and employee based on their Performance Evaluation Form.

**6.2.4. Training, Assessment, and Organizational Development**

Functions:

- 6.2.4.1. Conducts training and seminars recommended by the Civil Service Commission in coordination with other offices to enhance personnel skills and develop a versatile workforce.
- 6.2.4.2. Acts as secretariat in the Scholarship Committee of the University.
- 6.2.4.3. Monitors and recognizes progress and achievements of personnel to recommend awards and incentives whenever necessary.
- 6.2.4.4. Administers the Training Needs Assessment Survey to all the Faculty and Personnel in the university.
- 6.2.4.5. Facilitates the conduct of Tribute to Retirees.
- 6.2.4.6. Conducts Exit Seminar for Retirees.
- 6.2.4.7. Organizes Orientation Seminar for newly hired faculty members.
- 6.2.4.8. Administers psychological tests for mental and personality evaluation.
- 6.2.4.9. Prepares and submits psychological reports to Recruitment, Selection, and Promotion Head for collation of data.
- 6.2.4.10. Provides counseling and referral services to assist employees who are experiencing problems that may impact job performance and quality of life.
- 6.2.4.11. Collaborates with unit heads and college deans relative to cases filed at the Human Resource Management and Development Office.

**6.3. DUTIES OF THE HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE DIRECTOR**

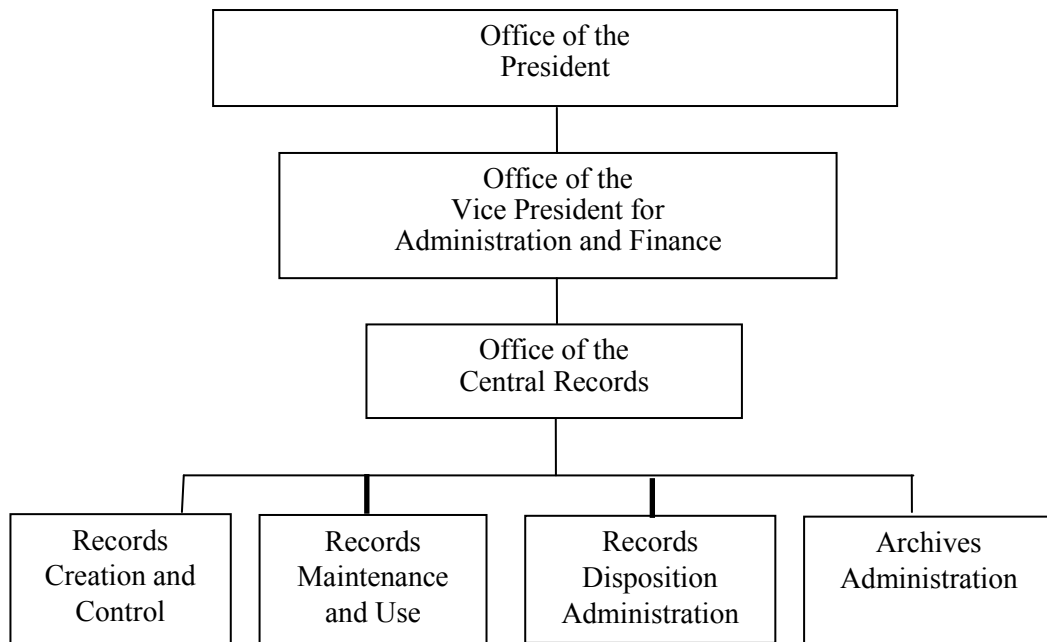
- 6.3.1. Oversees the entire functions and delivery of basic services of the office as the arm of the administration for personnel services.

- 6.3.2. Assess, evaluates and monitors the efficient and effective delivery of the four divisions of the HRMDO, particularly the Recruitment, Selection and Promotion Division, Employee Welfare Division, performance Management Division and Training, Assessment and Organizational Development Division.
- 6.3.3. Constantly reviews the basic functions of the office, as it is responsive to the growing needs of all its clientele, be it the job order, lecturers and permanent teaching and non-teaching personnel of the university.
- 6.3.4. Coordinates with other government agencies particularly the Civil Service Commission (CSC), the Department of Budget and management (DBM), the Commission on Higher Education (CHED), the Government Service Insurance System (GSIS) on matters pertaining to the employees welfare.

## Section 7

### CENTRAL RECORDS OFFICE

#### 7.1. ORGANIZATIONAL STRUCTURE



#### 7.2. FUNCTIONS AND SERVICES OF THE RECORDS MANAGEMENT OFFICE

In the Records Management Office, functions are classified as to: Creation and Control; Maintenance and Use; Records Disposition Administration; and Records Center and Archives Administration.

##### 7.2.1. Creation and Control

Functions:

7.2.1.1. Record, classify, label and file received communication created within the university (*internal source of communication*).

7.2.1.2. Record, classify, label and file received communication coming from other institutions, agencies, or offices outside the university (*external source of communication*).

### **7.2.2. Maintenance & Use**

Functions:

- 7.2.2.1. Organize the documents being received
- 7.2.2.2. Handles and operates records properly
- 7.2.2.3. Arrange written materials into usable filing sequences
- 7.2.2.4. Selection of the most efficient type of filing *e.g. master listing, reclassifying, retrieving, safekeeping*

### **7.2.3. Records Disposition Administration**

Functions:

- 7.2.3.1. Systematically transfer non-current records from office to storage area
- 7.2.3.2. Identify and preserve archival records
- 7.2.3.3. Destruct valueless records through inventory, appraisal, indexing, tracking activities

### **7.2.4. Records Archives Administration**

Functions:

- 7.2.4.1. Identify papers, periodicals, books or other item, articles or materials that have enduring archival value.
- 7.2.4.2. Classify these materials as to whether they are in the form of electronic, audio-visual, or print in nature
- 7.2.4.3. Select materials that need utmost care and permanent preservation.

## **7.3. DUTIES OF THE CENTRAL RECORDS OFFICE DIRECTOR**

Function:

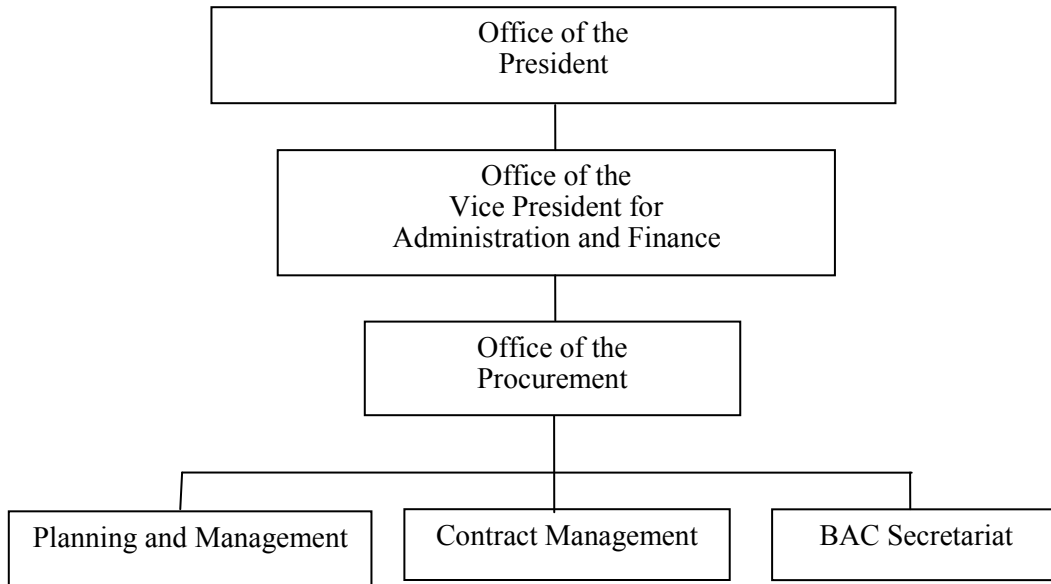
- 7.3.1. Serve as the representative of the University to the different Divisions of the National Archives of the Philippines (NAP) in relation to the implementation of RA 9470, Otherwise known as NAP 2007;
- 7.3.2. Formulate and implement plans, policies and procedures relative to records creation, maintenance and use, disposal administration and archive management which shall be properly communicate throughout the University;

- 7.3.3 Facilitate meetings in consultation with higher authorities over the active, inactive, and continuing records management and control in coordination with the deans of colleges and heads of offices for the efficient and economical operations; ac-
- 7.3.4 Supervise, review and consolidate the daily accomplishment of the office;
  - 7.3.5 Initiate the conduct of seminars, trainings, workshops, meetings/consultation to provide knowledge and skills of personnel in-charge of records;
  - 7.3.6 Shall handle the operation of the Archive and Mini Gallery of the University;
  - 7.3.6. Attend to seminars, trainings, meetings and participate to other related job functions that are deemed necessary for the betterment/development of the university and for professional growth;
  - 7.3.7. Accountable in the authentication/verification of documents in support to appointments, promotion, accreditation, decisions and other as required;
  - 7.3.8. Inspect and appraise retention schedules for transfer to the storage area;
  - 7.3.9. Monitor and evaluate the existing policies and identify areas needing improvement in support to the University's VMGO.

## Section 8

### PROCUREMENT OFFICE

#### 8.1. ORGANIZATIONAL STRUCTURE



#### 8.2. FUNCTIONS AND SERVICES OF THE PROCUREMENT OFFICE

Procurement office has for its functions; Planning and Management, Contract Management and Secretariat:

##### 8.2.1. Planning and Management

Functions:

- 8.2.1.1. Center of information on sources of supplies, materials and services.
- 8.2.1.2. Obtaining the best value of supplies and materials. Keeping strictly confidential all information and quotations submitted by competing suppliers.
- 8.2.1.3. Receiving and numbering of Purchase Request and Job Order.
- 8.2.1.4. Routing of all documents for signature and approval.
- 8.2.1.5. Preparation of Abstract for Quotation.

## **8.2.2. Contract and Management**

Functions:

- 8.2.2.1. Expedite all deliveries.
- 8.2.2.2. Preparation of documents needed by the Supply and Property Management Office.
- 8.2.2.3. Preparation of Purchase Order, work Order, Certificate of Completion and disbursement voucher for payment.
- 8.2.2.4. Monitoring of all contracts completion and deliveries.
- 8.2.2.5. Issuance of Purchase Order for gasoline/diesel consumption.
- 8.2.2.6. Posting to the PhilGEPS and TSU transparency seal for all purchases and awarded contracts.
- 8.2.2.7. Preparation of Monitoring Sheet for all purchases of materials, supplies and services undergone public bidding and alternative mode of procurement..
- 8.2.2.8. Prepare the bid form of supplies, materials and services undergone public bidding.
- 8.2.2.9. Prepare request for quotation for supplies, materials and services undergone alternative mode of procurement.

## **8.2.3. Secretariat**

Functions:

- 8.2.3.1. Preparation of minutes of meeting and BAC Resolutions.
- 8.2.3.2. Take custody of procurement documents and records.
- 8.2.3.3. Filing of incoming and outgoing communications, Memo's, Administrative and Office Order.
- 8.2.3.4. Manage the sale and distribution of bidding documents.
- 8.2.3.5. Assist in the managing of the procurement process.
- 8.2.3.6. Consolidate the various Project Procurement management Plan from various colleges/units.
- 8.2.3.7. Provide Administrative support to the Bids and Awards Committee.
- 8.2.3.8. Advertise and/or post bidding opportunities, including Bidding Documents and notices of awards.



- 8.2.3.9. Act as the central channel of communications for the Bids and Awards Committee with end users, PMO's, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers and general public.
- 8.2.3.10. Organize and make all necessary arrangements for BAC meetings and conferences.

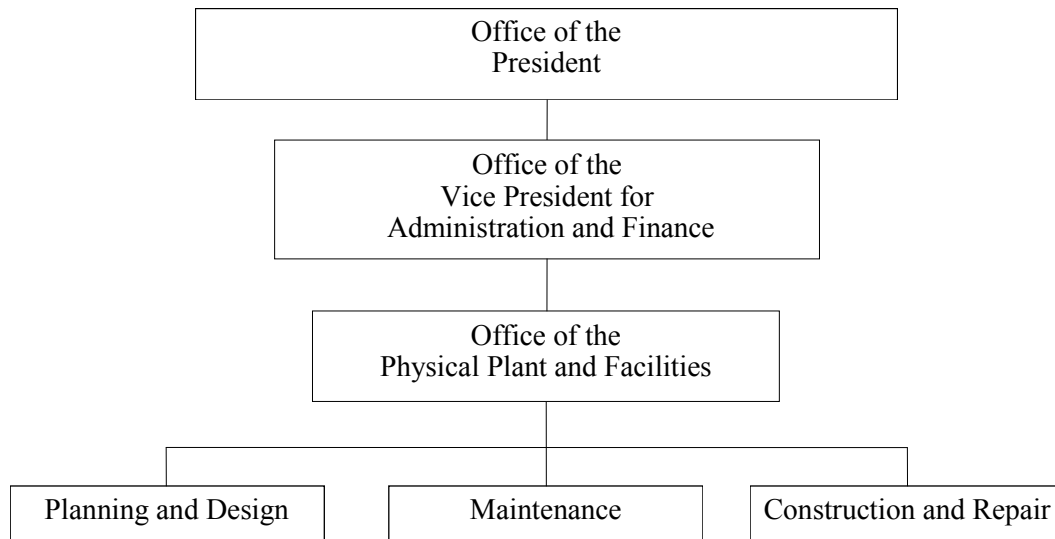
### **8.3. DUTIES OF THE PROCUREMENT OFFICE DIRECTOR**

- 8.3.1. Supervise and administer the various activities of the unit.
- 8.3.2. Check and monitor status of various purchases of the University, in accordance to the government rules and regulations.
- 8.3.3. Prepare monthly and quarterly accomplishment report/monitoring report of the office.
- 8.3.4. Timely submission of needed reports and on-time attendance in the office.

## Section 9

### PHYSICAL PLANT AND FACILITIES OFFICE

#### 9.1. ORGANIZATIONAL CHART



#### 9.2. FUNCTIONS AND SERVICES OF THE PHYSICAL PLANT AND FACILITIES OFFICE

The functions of the office include the following:

- 9.2.1. Prepares plans and drawings (manual or CAD application) of requested and identified university projects delegated to PPO.
- 9.2.2. Conducts repair on the defective or damaged parts or components of buildings or other structures.
- 9.2.3. Constructs or fabricates projects assigned to PPO.
- 9.2.4. Conducts periodic check-up and application of appropriate remedy on the university facilities for any fault or blemish that would affect their safety, soundness, and beauty.

#### 9.3. DUTIES OF THE PHYSICAL PLANT OFFICE DIRECTOR

- 9.3.1. Supervise the preparation of plans and drawings (manual and CAD application) of requested/identified projects delegated to the unit;
- 9.3.2. Supervise the estimation of cost of labor and materials of university

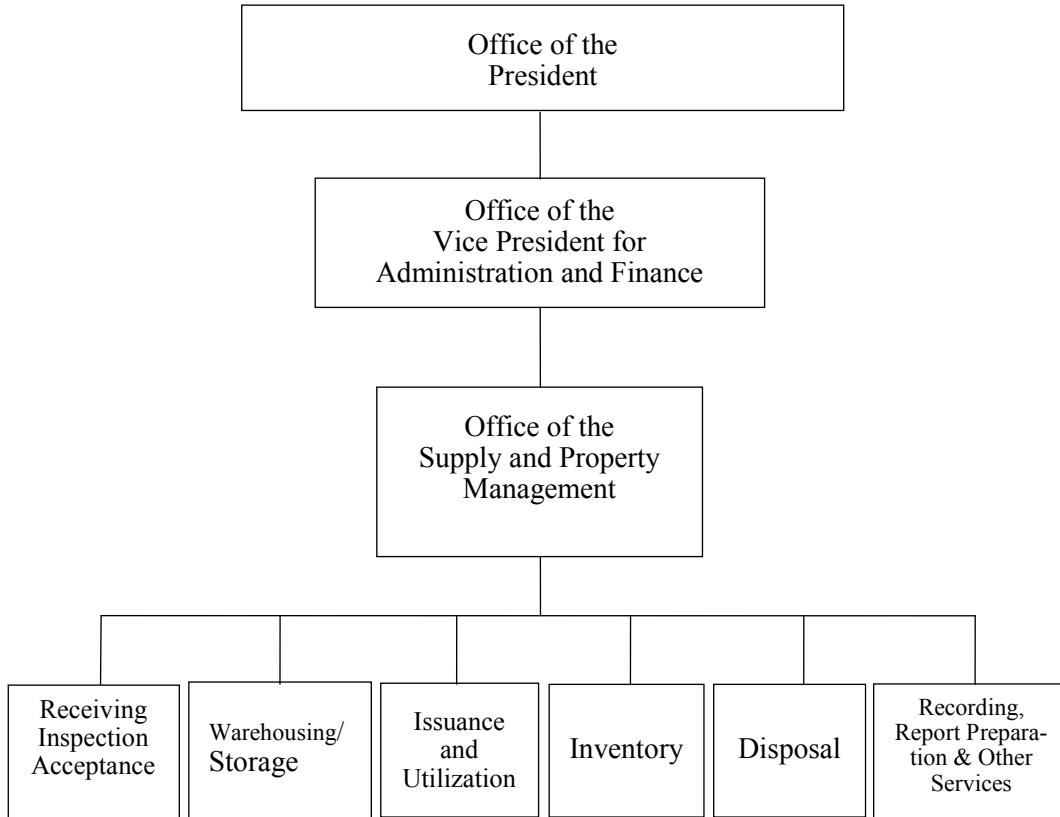
structure/ facilities delegated to the unit for construction/ repair.

- 9.3.3. Supervise the conduct of repair and maintenance on all facilities in the university.
- 9.3.4. Supervise the construction of fabrication of materials/ projects assigned to the unit.
- 9.3.5. Supervise the conduct of periodic inspection of all facilities of the university and apply appropriate measures to maintain their operational condition.
- 9.3.6. Supervise the assistance done by PPO workers and lending of support to all units and offices relating to petty construction, repair/fabrication works and other services deemed necessary.
- 9.3.7. Supervise the provision of technical assistance to all units/offices to address emergency situations concerning the university facilities.
- 9.3.8. Coaches and mentors PPO workers regularly.
- 9.3.9. Prepares accomplishment report and other reports as required by the university officials.
- 9.3.10. Perform other duties/functions which maybe assigned from time to time.

## Chapter 10

### SUPPLY AND PROPERTY MANAGEMENT OFFICE

#### 10.1. ORGANIZATIONAL STRUCTURE



#### 10.2. FUNCTIONS AND SERVICES OF THE SUPPLY AND PROPERTY MANAGEMENT OFFICE

The Supply and Property Management Office has the following main functions:

- 10.2.1. Receive, inspects and accepts deliveries of supplies, materials and equipment.
- 10.2.2. Issue deliveries.
- 10.2.3. Conduct actual physical inventory of stocks, property, plant and equipment.
- 10.2.4. Conduct actual disposal of unserviceable property.
- 10.2.5. Takes charge of warehousing/storage.

- 10.2.6. Record, report, prepare and perform other services related to supply and property management.

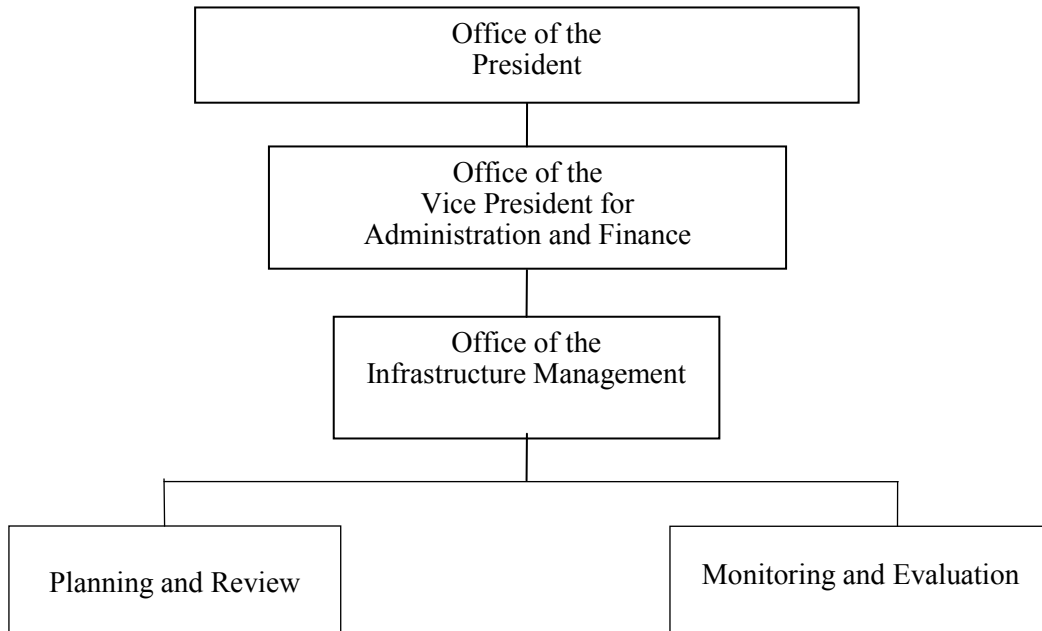
**10.3. DUTIES OF THE SUPPLY AND PROPERTY MANAGEMENT OFFICE DIRECTOR**

- 10.3.1. Monitor deliveries, issuances and inspections of supplies, materials and equipment.
- 10.3.2. Supervises Actual Physical Inventory of Property, Plant and Equipment.
- 10.3.3. Directs Inventory and Inspection of Unserviceable property and Waste Material Report by end-users.
- 10.3.4. Directs Actual Disposal of Unserviceable Property.
- 10.3.5. Checks recording and posting of deliveries and issuances.
- 10.3.6. Evaluates documents needed for payments.
- 10.3.7. Check and submits various reports.
- 10.3.8. Assumes full responsibility for the custody and safekeeping of property management.
- 10.3.9. Supervises all other activities engaged in various supply and property management.
- 10.3.10. Recommends improvements and policy procedures in property custodianship.

## Section 11

### INFRASTRUCTURE MANGEMENT OFFICE

#### 11.1. ORGANIZATIONAL CHART



#### 11.2. FUNCTIONS AND SERVICES OF THE INFRASTRUCTURE MANAGEMENT OFFICE

The Infrastructure Management Office functions as an engineering unit, tasks to develop and implement planning and monitoring procedures to ensure efficient utilization of the University's resources.

##### 11.2.1. Planning and Review

- 11.2.1.1. Prepares the design specifications and estimates and program of works for small projects that are within the capacity and/or capability of the IMO In-house Project Consultants.
- 11.2.1.2. Reviews and approves project designs, specifications and estimates.
- 11.2.1.3. Responsible for the close coordination of the design based

on the TOR with the project consultant as well as with the end user (for outsourced consultancy services).

#### **11.2.2. Monitoring and Evaluation**

- 11.2.2.1. Reviews and approves, for compliance with the design concept, approved plans and construction drawings, methods and schedule submitted by the contractor.
- 11.2.2.2. Conducts together with the end users final inspection and submits final report as to the acceptability of the project for occupancy or use.

### **11.3. DUTIES OF THE INFRASTRUCTURE MANAGEMENT OFFICE DIRECTOR**

- 11.3.1. Plans, directs, coordinates and oversees the overall infrastructure projects/activities of the University.
- 11.3.2. Develops, interprets and implements all projects' in accordance with government guidelines, rules, regulations and laws. Prepares and administers operation of every project.
- 11.3.3. Determines when, how and who is going to perform a project in consonance with the development plan of the University.
- 11.3.4. Formulates one or more detailed plans to achieve optimum balance of needs or demands with the available resources.
- 11.3.5. Supervises the creation of technical drawings that are the basis for the construction of various projects of the University showing detailed materials, dimensions and procedures along with specific technical details that are used by architects and engineers.
- 11.3.5. Develops and strengthens monitoring, inspection and evaluation procedures undertaken during the construction process.
- 11.3.6. Suggests strategies for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- 11.3.7. Conducts capacity assessment on existing monitoring and evaluation system and develops monitoring strategy for the project;
- 11.3.8. Reports monthly, quarterly, half-yearly and annual progress on all projects to the Office of the Vice President for Administration and Finance.

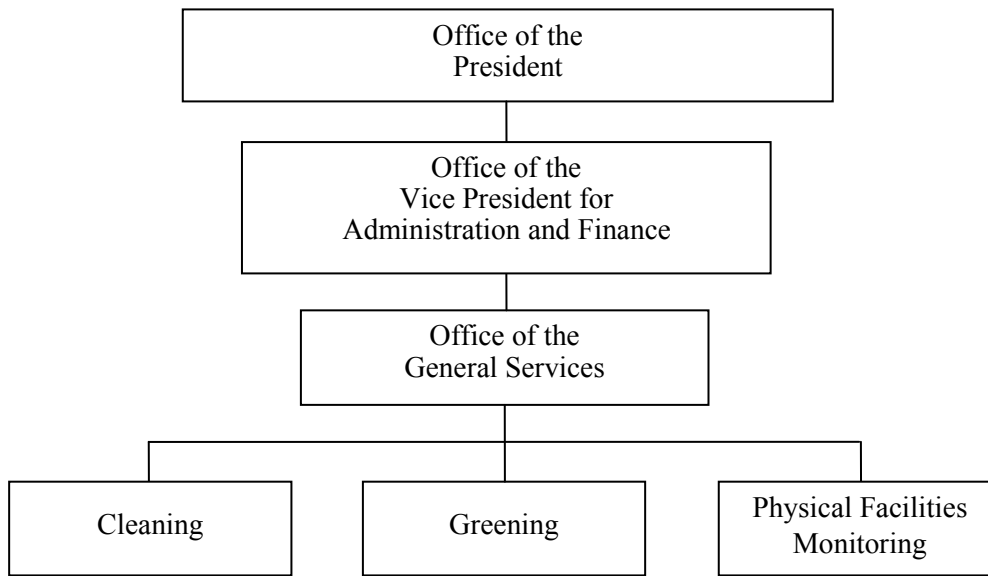
11.3.9. Ensures coordination and economical application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events or to maximize the realization of opportunities.



## Section 12

### GENERAL SERVICES OFFICE

#### 12.1. ORGANIZATIONAL STRUCTURE



#### 12.2. FUNCTIONS AND SERVICES OF THE GENERAL SERVICES OFFICE

The office shall execute the following functions.

- 12.2.1. Direct and supervise the utility workers performing variety of mixed, low, skilled level of manual work in the maintenance, cleanliness and orderliness of the TSU facilities: offices, classrooms, restrooms, hallways, benches, lawns, flower gardens, school fence, grounds and school surroundings.
- 12.2.2. Give instructions and orders on specific job to be done.
- 12.2.3. Provides advises on work methods and procedures
- 12.2.4. Determines and make requisitions of materials needed in the performance of work.
- 12.2.5. Submits accomplishment report and problem encountered orally or in writing.
- 12.2.6. Receives orders from higher authorities and sees to it that they are carried out.

- 12.2.7. Specifically takes charge of the cleaning, greening, and physical facilities monitoring.

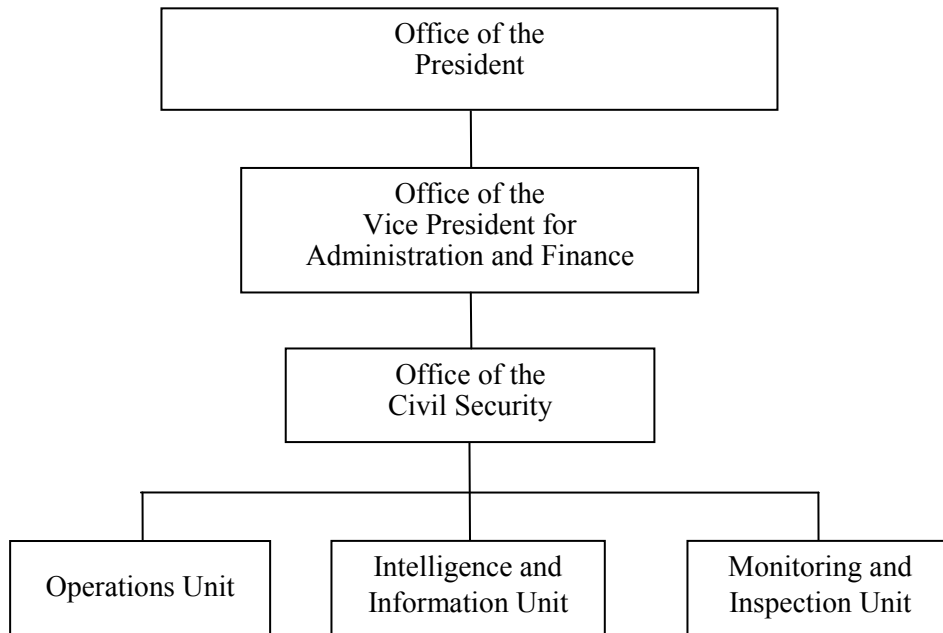
**12.3. DUTIES OF THE GENERAL SERVICE OFFICE DIRECTOR**

- 12.1. Directs and supervises the utility workers performing variety of mixed, low, skilled level of manual work in the maintenance, cleanliness and orderliness of the TSU facilities: offices, classrooms, restrooms, hall ways, benches, lawns, flower gardens, school fence, grounds and school surroundings.
- 12.2. Gives instructions and orders on specific job to be done, advises on work methods and procedures, determines and make requisitions of materials needed in the performance of work, submits accomplishment report and problem encountered orally or in writing.
- 12.3. Monitors daily job routine and accomplishment of personnel in terms of cleaning, greening and physical facilities monitoring.
- 12.4. Receives orders from higher authorities and sees to it that they are carried out.
- 12.5. Submits monthly accomplishment report and perform other duties that may be assigned from time to time.

## Section 13

### CIVIL SECURITY OFFICE

#### 13.1. ORGANIZATIONAL STRUCTURE



#### 13.2. FUNCTIONS AND SERVICES OF THE CIVIL SECURITY OFFICE

The functions of the civil security office are carried out by the different units of the office namely the operations unit, intelligence and information unit, inspection and monitoring unit.

##### 13.2.1. Operations Unit

Functions:

- 13.2.1.1. Assist in the entire operation of the TSU CSF office.
- 13.2.1.2. Takes charge of the shift/change in the deployment of SGs in the different campuses of the University.
- 13.2.1.3. Rate the performance of all SGs of the University to ensure excellence.
- 13.2.1.4. Conduct regular/special meeting to maintain unity and commitment in the performance of duties.

- 13.2.1.5. Coordinate with the Intelligence & Information and the Monitoring & Inspection Units.
- 13.2.1.6. Provide security and safety services 24 hours each day.
- 13.2.1.7. Inspect all Duty Guards on posts to see if they wear proper uniforms and show proper decorum.
- 13.2.1.8. Collect all daily operational reports from the different units of the office; then, summarize and submit them to the director of the CSF.
- 13.2.1.9. Prepare Guard Detail (for 15-day duty) and submit to the CSF-Director for approval.
- 13.2.1.10. Prepare monthly disposition report to be approved by the CSF-Director and the VP for administration.
- 13.2.1.11. Submit approved monthly disposition report in the Supervisory Office for Security and Investigation Agencies (SOSIA) – Philippine National Police (PNP), Camp Olivas, San Fernando and Camp Crame, Quezon City

### **13.2.2. Intelligence and Information Unit**

Functions:

- 13.2.2.1. Provide security and safety services 24/7.
- 13.2.2.2. Establishes and supports crime prevention programs of the TSU Civil Security Force;
- 13.2.2.3. Investigates and apprehend those who commit crimes;
- 13.2.2.4. Coordinates with other agencies especially on matters that increase the security proficiency of the Security Guards;
- 13.2.2.5. Provides warning to the Security Guards in cases of emergency.
- 13.2.2.6. Issue violation slips and report student violators to the CSF-Office for the endorsement to the OSA.
- 13.2.2.7. Conduct security and safety surveys and evaluations.
- 13.2.2.8. Conduct investigations on reported complaints, crimes, and incidents.
- 13.2.2.9. Plan and prepare response to emergencies such as fire, earthquake, accidents, and other incidents.

13.2.2.10. Coordinates with the TSU community, government agencies, non-government organizations (NGO's), and other schools pertaining to campus security and safety.

13.2.2.11. Coordinates constantly with the Operations, Monitoring and Inspection Units.

### **13.2.3. Inspection and Monitoring Unit**

Functions:

#### **13.2.3.1. Inspection**

13.2.3.1.1. Provide security and safety services 24/7.

13.2.3.1.2. Conduct investigation in cases involving violations of school policies/regulations including loss of supplies and materials and other matters affecting security, peace and order in the University;

13.2.3.1.3. Conduct spot inspection/visitation to all guard posts to ensure readiness of all posted guards;

13.2.3.1.4. Screen, check and keep record of all incoming and outgoing vehicles in the University.

13.2.3.1.5. Screen, check and keep record of all students, faculty, staff and visitors entering and leaving the different campuses of the University;

13.2.3.1.6. Implement and enforce University policies, rules, regulations, and procedures pertaining to security and safety such as:

- Personnel access and identification cards for University personnel, students, non-organic personnel, and visitors.
- Vehicular control and access.
- Entry/exit and transfer of materials, equipment, and properties.

13.2.3.1.7. Coordinate constantly with the Operations, Intelligence and Information Units.

13.2.3.1.8. Monitor special events and activities conducted inside the campus.

13.2.3.1.9. Monitor the classrooms every hour to eliminate vandals; and shall submit the daily monitoring sheet to the office of Civil Security.

### **13.3. DUTIES OF THE CIVIL SECURITY OFFICE DIRECTOR**

- 13.3.1. Ensure and maintain safety, peace and order in the university;
- 13.3.2. Schedule the time of duty of all security guards in the university to be approved by the President;
- 13.3.3. Accomplish Monthly Disposition Report to be submitted at PNP SO SIA;
- 13.3.4. Identifies Post in Charge in the different security posts;
- 13.3.5. Supervise, monitor, and accomplish individual Performance Evaluation of the personnel;
- 13.3.6. Report untoward incidents immediately to proper authorities;
- 13.3.7. Submit reports to the higher authorities where such reports are necessary;
- 13.3.8. Attend official meetings, seminars/ trainings;
- 13.3.9. Conduct regular meetings with the personnel; and
- 13.3.10. Submit and compile monthly accomplishment report.

**Chapter 9**

**MISCELLANEOUS PROVISIONS**

**Section 1 Amendments and Subsequent Issuances.** Subsequent issuances that amend or repeal any provision of this Manual shall become effective only after the approval of the Administrative Council, Academic Council and finally by the TSU Board of Regents.

**Section 2 Separability Clause.** If any part or provision of this Manual that is declared invalid or unconstitutional shall apply only to that part or provision. The remainder shall be valid and effective.

**Section 3 Repealing Clause.** . All existing Orders, Circulars, Memoranda, including the Implementing Rules and Regulations or any portions thereof, issued by the TSU Board of Regents, which are contrary to, or inconsistent with any provision of this Manual, are hereby repealed or modified accordingly

**Section 4. Effectivity.** This Administrative Manual of Operations for Tarlac State University shall take effect upon approval by the TSU Board of Regents.

**APPROVED:**

**TSU BOARD OF REGENTS**

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**Appendix “A”**  
**Republic Act No. 6764**

**AN ACT CONVERTING THE TARLAC COLLEGE OF TECHNOLOGY INTO A STATE UNIVERSITY TO BE KNOWN AS THE TARLAC STATE UNIVERSITY (TSU) AND AUTHORIZING THE APPROPRIATION OF FUNDS THEREFOR**

**Section 1.** The present Tarlac College of Technology is hereby converted into a state university to be known as the Tarlac State University (TSU).

**Section 2.** The University shall provide advanced instruction in literature, philosophy, the sciences, and the arts, and shall also offer professional and technical training courses.

**Section 3.** The government of the University shall be vested in a board of regents to be known as the Board of Regents of the Tarlac State University. It shall be composed of the following:

Secretary of Education, Culture and Sports,	Chairman
President of the University,	Vice-Chairman
Chairman of the Committee on Education of the Senate,	Member
Chairman of the Committee on Education of the House of Representatives,	Member
Representative of the NEDA,	Member
Representative of the faculty association of the University,	Member
Representative of the supreme student council of the University,	Member
Representative of the alumni association of the University,	Member
Representative of the employee association of the University,	Member

Two (2) prominent citizens who have distinguished themselves in their professions or fields of specialization of the University chosen from among those qualified in the province where the school is located, members: Provided, That the representatives of the alumni association and of the employee association as well as the two (2) prominent citizens shall be elected by the Board when deemed necessary who shall have the same powers, authority and privileges as the regular members of the Board: Provided, however, That the Department of Education, Culture and Sports Secretary, the President of the University, the Education Committee Chairmen of the Senate and the House, and the NEDA repre-



sentative shall have an ex officio term of office, while the representatives of the faculty association, supreme student council and when deemed necessary the representatives of the alumni association and employees association shall serve for one (1) year, and when likewise necessary the two (2) prominent citizens shall serve for four (4) years and two (2) years, respectively.

**Section 4.** The Board of Regents shall have the following specific powers and duties:

- (a) To prescribe rules for its own government, and to enact for the government of the University such rules and regulations not contrary to law, as may be necessary to carry out the purposes and functions of the University;
- (b) To receive, appropriate, and disburse for purposes specified by law such sums as may be provided for the support of the University;
- (c) To receive legacies, gifts, and donations, real and personal property of all kinds and to administer the same for the benefit of the University, or for aid to any student in accordance with the direction and instruction of the donor and, in default thereof, in such manner as the Board of Regents may, in its discretion, determine;
- (d) To provide for the continuation of the present curricular offerings of the Graduate School, Colleges of Engineering, Architecture, Technological and Vocational Education, Business Administration, Computer Science, Education, Rural Life Technology, and the establishment of the College of Arts and Sciences, Fine Arts, Social Work, Criminology, Law, Medicine and such other colleges as the Board of Regents may deem necessary;
- (e) To confer upon successful candidates for graduation baccalaureate or appropriate degrees; to award honorary degrees upon persons in recognition of learning, statesmanship or eminence in literature, science or art; and to authorize the President of the University to award certificates for completion of non-degree programs;
- (f) To approve the curricula and rules of discipline drawn by the Administrative and Academic Councils as hereinafter provided;

- (g) To confirm appointments of vice-presidents, deans, directors, heads of departments, professors, instructors, and other officials and employees of the University made by the President; and to remove them for cause after investigation and hearing;
- (h) To establish chairs in the University and to provide fellowship for qualified faculty members and scholarship for deserving students; and
- (i) To fix tuition fees and such other necessary school charges as the Board of Regents may deem proper to impose. Such fees and charges, including other income generated by the University, shall constitute a fund for the exclusive use of the University, the provisions of existing laws to the contrary notwithstanding.

**Section 5.** The following income, receipts, and fees, accruing to or derived by the Tarlac State University (TSU) shall, upon their collection, be automatically released to the Tarlac State University (TSU):

- (a) Tuition, matriculation, registration, late registration, entrance, laboratory, medical, library, athletic, school organ, cultural, graduation, diploma fees and all other fees that the Tarlac State University (TSU) is authorized to fix and collect;
- (b) Income from land grants that may be ceded to the Tarlac State University (TSU);
- (c) Income from the operation of service facilities like canteens, dormitories, clinics, etc.;
- (d) Income from trusts, legacies, gifts, and donations of real and personal property of all kinds, which shall continue to be administered in accordance with the instructions of the trustor, testator, or donor;
- (e) Income from extension services, such as, but not limited to, similar fees; and
- (f) All other income classified as special or fiduciary funds.

**Section 6.** A quorum of the Board of Regents shall consist of a majority of all members holding office at the time of

the meeting: Provided, however, That among those present is the Secretary of Education, Culture and Sports who shall be the Chairman of the Board, or the President of the University who shall act as presiding officer in the former's absence. The Board of Regents shall convene regularly once every two (2) months. The Chairman of the Board of Regents may call a special meeting whenever necessary. All processes against the University shall be served on the President of the University or his duly authorized representative.

**Section 7.** On or before the fifteenth day of July, the Board of Regents shall submit to the Office of the President of the Philippines, through the Secretary of Education, Culture and Sports, and to both Houses of Congress, an annual report setting forth the programs, conditions and needs of the University.

**Section 8.** The head of the University shall be the President of the Tarlac State University (TSU). He shall be appointed by the Board of Regents and shall hold office for a term of six (6) years without reappointment, unless he reaches the age of retirement or earlier removed for cause of incapacitated to discharge the duties of the office. In case of vacancy by reason of death, resignation, removal for cause or incapacity of the President to perform the functions of his office, the Board shall have the authority to designate an officer-in-charge of the University pending the appointment of a new President.

In case of vacancy in the office of the President as mentioned in the immediately preceding paragraph, his successor shall hold office for the unexpired term but in no case shall his term be more than six (6) years.

The incumbent President of the College, if qualified, shall be the first President of the Tarlac State University (TSU).

The powers and duties of the President of the University shall be those usually pertaining to the office of a president of a university.

**Section 9.** There shall be a University Academic Council consisting of the President of the University and all professors, assistant professors and associate professors. The Council alone shall have the power to recommend students or others to be recipients of degrees. Through its president or committee, it shall have disciplinary power over the students within the limits prescribed by the rules of discipline approved by the Board of Regents.

**Section 10.** The body of instructors of each college shall constitute its faculty and, as presiding officer in each faculty, there shall be a dean selected from the members of each faculty appointed by the President of the University and confirmed by the Board of Regents.

**Section 11.** Professors, instructors and other academic personnel of the University shall be exempt from any civil service examination or regulation as a requirement to appointment.

**Section 12.** There shall be an Administrative Council of the University consisting of the President of the University, as Chairman; the vice-presidents, deans, directors and other officials of equal rank, as members, whose duty shall be to implement policies governing the administration, management and development planning of the University, subject to the approval by the Board of Regents.

**Section 13.** There shall be a Secretary of the University, appointed by the Board of Regents. He shall be the Secretary of such Board and the University, and shall keep such records of the University as may be assigned to him by the Board.

**Section 14.** The Treasurer of the Philippines shall be ex officio Treasurer of the University and all accounts and expenses thereof shall be audited by the Auditor General of the Commission on Audit or his duly authorized representative.

**Section 15.** The President of the Philippines, the Senate President and the Speaker of the House of Representatives

shall constitute a Board of Visitors of the University whose duty shall be: to attend the commencement exercises of the University and to make visits at such time as they may deem proper; to examine the property, course of study, discipline, and the state of finances of the University; to inspect all books of accounts of the institution; and to make a report to the Congress of the Philippines upon the same with such recommendations as it favors.

**Section 16.** The present faculty and employees of the Tarlac College of Technology, as well as all the funds, assets, real or personal, including the present buildings, equipment and facilities shall be absorbed by the new University. Salaries of the personnel shall be adjusted at the discretion of the Board of Regents within the amounts available for appropriation: Provided, however, That no personnel of the converted College shall be laid off, demoted in rank or suffer a reduction in salary. In order not to interrupt the operation of the institution as well as of the present curricula of the Tarlac State University, the incumbent President shall act as President until such time that a President is so appointed in accordance with the provisions of this Act.

**Section 17.** The amount needed to carry out the provisions of this Act is hereby authorized to be appropriated in the General Appropriations Act of the year following its enactment into law, in addition to the amount appropriated for the Tarlac College of Technology.

**Section 18.** This Act shall take effect upon its approval.

Approved: **October 13, 1989**

(SGD.)

JOVITO R. SALONGA  
President of the Senate

(SGD.)

RAMON V. MITRA  
Speaker of the House of Representatives

This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on August 17, 1989 August 18, 1989, respectively.

(SGD.)  
EDWIN P. ACOBA  
Secretary of the Senate

(SGD.)  
QUIRINO ABAD SANTOS, JR.  
Secretary of the House of Representatives

Approved:

(SGD.)  
CORAZON C. AQUINO  
President of the Philippines

## Appendix "B"

REPUBLIC ACT NO. 8292      June 6, 1997

### AN ACT PROVIDING FOR THE UNIFORM COMPOSITION AND POWERS OF THE GOVERNING BOARDS, THE MANNER OF APPOINTMENT AND TERM OF OFFICE OF THE PRESIDENT OF CHARTERED STATE UNIVERSITIES AND COLLEGES, AND FOR OTHER PURPOSES

**Section 1.** *Short title.* — This Act shall be known as the "*Higher Education Modernization Act of 1997.*"

**Section 2.** *Declaration of policy.* — It is the declared policy of the State to establish, maintain, and support a complete, adequate and integrated system of education relevant to the needs of the people society. Towards this end, the composition of the governing boards of chartered state universities and colleges is hereby modified in order to:

- (a) achieve a more coordinated and integrated system of higher education;
- (b) render them more effective in the formulation and implementation of policies on higher education;
- (c) provide for more relevant direction in their governance; and
- (d) ensure the enjoyment of academic freedom as guaranteed by the Constitution.

**Section 3.** *The Governing Boards; manner of appointment.* —

(a) *Composition* — The governing body of state universities and colleges is hereby in the Board of Regents for universities and in the Board of Trustees for colleges which shall be composed of the following:

- (i) Chairman of the Commission on Higher Education (CHED), Chairman;
- (ii) President of the university or college, Vice Chairman;
- (iii) Chairmen of the Congressional Committees on Education and Culture;
- (iv) Regional Director of the National Economic Develop-

ment Authority (NEDA) where the main campus of the university or college is located;

- (v) Regional Director of the Department of Science and Technology (DOST) in case of science and technological colleges; or the Regional Director of the Department of Agriculture colleges; or the Secretary of Education for an Autonomous Region. In lieu of such representation, the commanding generals of the Philippine Air Force and the Philippine Navy shall sit as members of the Board of the Philippine State College of Aeronautics and the Philippine Merchant marine Academy, respectively;
- (vi) President of the faculty association;
- (vii) President of the supreme student council or the student representative elected by the student council: *Provided*, That in the absence of a student council president of student representative elected by the student council, the university or college shall schedule one (1) weekly for the campaign and election of student representative;
- (viii) President of the alumni association of the institution concerned;
- (ix) Two (2) prominent citizens who have distinguished themselves in their professions or fields of specialization chosen from among lists of at least five (5) persons qualified in the city or the province where the school is located, as recommended by the search committee constituted by the President consultation with the Chairman of the CHED based on the normal standards and qualifications for the position;

The faculty and the student council shall be represented of their respective federations in multi-campus universities and colleges. The private sector representatives shall be appointed by the Board of Regents/Trustees upon recommendation of a duly constituted search committee.

(b) *Term of office* — The president of the faculty and alumni associations and the student regents or trustees shall sit in the board until



expiration of their term of office in such capacities.

The prominent citizens shall serve for a term of two (2) years.

(c) *Meetings; quorum* — The Board of Regents/Trustees shall regularly convene at least once every quarter. The Chairman of the Board of Regents/Trustees may call a special meeting whenever necessary: *Provided*, That members are notified in writing at least three (3) days prior to said meeting.

A majority of all members holding office shall constitute a quorum for board meetings: *Provided*, that the Chairman of the CHED who is the chairman of the Board or the president of the university or college is among those present in the meeting. In the absence of the Chairman of the CHED, a commissioner of the CHED, duly designed by him, shall represent him in the meeting all the rights and responsibilities of a regular member: *Provided, however*, That in the said meeting, the president of the university or college as vice chairman shall be the presiding officer: *Provided, further*, That this proviso notwithstanding, the Chairman of the CHED is hereby authorized to designate a CHED Commissioner the regular Chair to the Board of a particular university or college, in which case said CHED Commissioner shall act as the presiding officer. The members shall serve without compensation, but they shall be reimbursed for necessary expense incurred in their attendance of meetings of the Board or in connection with their official business authorities by resolution of the Board.

**Section 4.** *Powers and duties of Governing Boards.* — The governing board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under Section 36 of Batas Pambansa Blg. 68 otherwise known as the Corporation Code of the Philippines;

- (a) to enact rules and regulations not contrary to law as may be necessary to carry to carry out the purposes and functions of the university or college;
- (b) to receive and appropriate all sums as may be provided, for the support of the university or college in the manner it may determine, in its discretion, to carry out the purposes and functions of the university or college;
- (c) to receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and

dispose the same when necessary for the benefit of the university or college, subject to limitations, directions and instructions of the donors, if any. Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor: *Provided, however,* That the rights, privileges and exemptions extended by this Act shall likewise be extended to non-stock, non-profit private universities and colleges: *Provided, finally,* That the same privileges shall also be extended to city colleges and universities with the approval of the local government to city colleges and universities with the approval of the local government unit concerned and in coordination with the CHED;

- (d) To fix the tuition fees and other necessary school charges, such as but not limited matriculation fees, graduation fees and laboratory fees, as their respective boards may deem proper to impose after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other income generated by the university or college, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests shall accrue therefrom shall part of the same fund for the use of the university or college: *Provided,* That income derived from university hospitals shall be exclusively earmarked for the operating expenses of the hospitals.

Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the university or college from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the university or college, and may be disbursed by the Board of Regents/Trustees for instruction, research, extension, or other programs/projects of the university or college: *Provided,* That all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If, for reason of control, the university or college, shall not be able to pursue any project for which funds

have been appropriated and, allocated under its approved program of expenditures, the Board of Regents/ Trustees may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the universities or college;

- (e) to adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- (f) to authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment. Purchases and other transactions entered into by the university or college through the Board of Regents/Trustees shall be exempt from all taxes and duties;
- (g) to appoint, upon the recommendation of the president of the university or college, vice presidents, deans, directors, heads of departments, faculty members and other officials and employees;
- (h) to fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary not with standing; and to remove them for cause in accordance with the requirements of due process of law;
- (i) to approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
- (j) to set polices on admission and graduation of students;
- (k) to award honorary degrees upon persons in recognition of outstanding contribution in the field of education,

public service, arts, science and technology or in any field of specialization within the academic competence of the university or college and to authorize the award of certificates of completion of non-degree and non-traditional courses;

- (l) to absorb non-chartered tertiary institutions within their respective provinces in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution ;
- (m) to establish research and extension centers of the SUC where such will promote the development of the latter;
- (n) to establish chairs in the university or college and to provide fellowships for qualified faculty members and scholarships to deserving students;
- (o) to delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the university or college as it may deem appropriate so as to expedite the administration of the affairs of the university or college;
- (p) to authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- (q) to collaborate with other governing boards of SUCs within the province or the region, under the supervision of the CHED and in consultation with the Department of Budget and Management, the restructuring of said colleges and universities to become more efficient, relevant, productive, and competitive;
- (r) to enter into joint ventures with business and industry for the profitable development and management of the economic assets of the college or institution, the proceeds from which to be used for the development and strengthening of the college or university;

- (s) to develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institution;
- (t) to develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- (u) to set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- (v) to establish policy guidelines and procedures for participative decision-making and transparency within the institution;
- (w) to privatize, where most advantageous to the institution, management and non-academic services such as health, food, building or grounds or property maintenance and similar such other objectives; and
- (x) to extend the term of the president of the college or university beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee for the president of the institution concerned.

**Section 5.** *Promulgation and implementation of policies.* — The governing boards shall promulgate and implement policies in accordance with the declared state policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture and sports; as well as the policies, standards and thrusts of the CHED under Republic Acts No. 7722.

**Section 6.** *The Administration.* — The administration of the university or college shall be vested in the president of the university or college who shall render full-time service. He shall be

appointed by the Board of Regents/Trustees, upon the recommendation of a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term: Provided, That this provision shall not adversely affect the terms of the incumbents.

The president shall be assisted by a vice president for academic affairs who shall be appointed by the Board upon the former's recommendation without prejudice to the appointment of more than one vice president when so warranted.

In case of vacancy by reason of death, resignation, removal for cause or incapacity of the president to perform the functions of his office, the Board shall have the authority to designate an officer-in-charge pending the appointment of a new president.

In case of vacancy in the office of the president as mentioned in the immediately preceding paragraph, his successors shall hold office for the unexpired term.

**Section 7.** *The Secretary of the University or College.* — The Board shall appoint a secretary who shall serve as such for both the Board and the university or college and shall keep all records and proceedings of the Board. He shall communicate to each member of the Board notice of meetings.

**Section 8.** *The Treasurer of the Philippines.* — The Treasurer of the Philippines shall be the ex-officio treasurer of the university or college. All accounts and expenses of the university or college shall be audited by the Commission on Audit or its duly authorized representative.

**Section 9.** *Administrative Council.* — There shall be an administrative council consisting of the president of the university or college as Chairman, the vice president(s), deans, directors and other officials of equal rank as members, and whose duty is to review and recommend to the Board of Regents/Trustees policies governing the administration, management and development planning of the university or college for appropriate action.

**Section 10.** *Academic Council.* — There shall be an academic council with the president of the university or college as Chairman

and all members of the instructional staff with the rank of not lower than assistant professor as members.

The academic council shall have the power to review and recommend the curricular offerings and rules of discipline of the university or college subject for appropriate action of the Board of Regents/Trustees. It shall fix the requirements for the admission of students as well as for graduation and the conferment of degrees subject to review and/or approval by the Board of Regents/Trustees through the president of the university or college.

**Section 11.** *Academic freedom.* — Pursuant to paragraph 2, Section 5 of Article XIV of the Constitution of the Republic of the Philippines, all institutions of higher learning, public or private, shall enjoy academic freedom and institutional autonomy.

**Section 12.** *Admission.* — No student shall be denied admission to any university or college by reasons of sex, nationality, religion, political affiliation, or physical disability.

**Section 13.** *Exclusion clause.* — Except for the chairmanship of the Board, the provisions of this Act shall not affect the charter of the University of the Philippines System. Likewise, this Act shall not affect the charter of the Mindanao State University (MSU) except for the provision of this Act on chairmanship of the Board, and the membership of the Chairmen of the Congressional Committees on Education and Culture.

**Section 14.** *Filing of report.* — On or before the fifteenth (15th) day of the second month after the opening of regular classes each year, the president of the university or college shall file with the Office of the President of the Philippines through the Chairman of the CHED, and with the Senate and House of Representatives a detailed report on the progress, conditions and needs of the university or college.

**Section 15.** *Implementation.* — The Chairman of the CHED is hereby directed to take such steps as are necessary for the immediate implementation of this Act.

**Section 16.** *Separability clause.* — If, for any reason, any part or provision of this Act is declared invalid or unconstitutional,

