



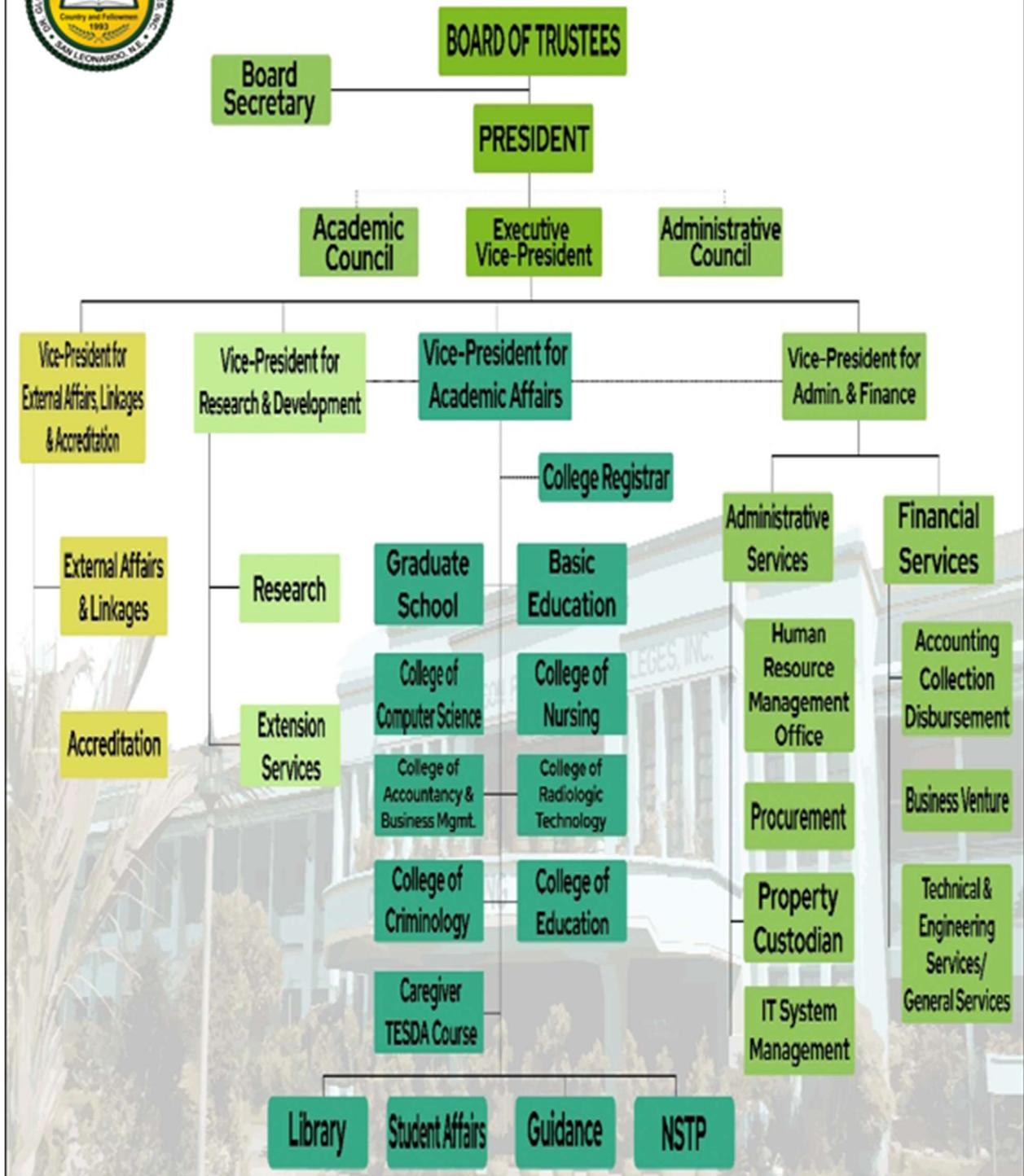
**ADMINISTRATIVE
AND
PERSONNEL
MANUAL
2025 Edition**

Castellano, San Leonardo, Nueva Ecija 3102

Tel No. (044) 486-2919 / Fax (044) 486 291



ORGANIZATIONAL STRUCTURE



PREFACE

This edition of the Administrative and Personnel Manual is the newest/latest in the line of updating all manuals of the Dr. Gloria D. Lacson Foundation Colleges Inc. which began in 1998, edited in 2016 and recently this A.Y. 2025-2026 in compliance with the recommendations of CHED-RO III monitoring team.

Updates are based on personal researches included in several colleges and universities and further considered the suggestions and recommendations of the Panel Examiners/Assessors during the Accreditation Program of the Graduate School, Master of Arts in Education, Master of Arts in Nursing and Doctor of Philosophy in Educational Management.

However, this edition preserves the basic aspects of preceding editions and now includes the most recent updates collegially adopted by the DGDLFCI composed of Dr. Angel A. Pangilinan (VPAA), Dr. Danilo G. Tan (VPEALA/Dean), Dr. Manuel R. Guerrero (VPRD/Dean) and Academic Deans namely Dean Cezario G. Tan, BS Accountancy, Dean Froilan S. Dela Cruz, BS Criminology, Head Alojia P. Fernandez, BS Computer Science, Dr. Teresita G. Viernes, BS Nursing, and Dean Kristelle A. Gamboa, BS Radiologic Technology.

The heart of the latest edition similarly covers all the rules and regulation affecting personnel matters in the college of the previous edition. Specifically, the manual provides direction in personnel administration from the top officials of the Board of Trustees down to the lowest echelon of employees at DGDLCI.

Matters on hiring academic and administrative personnel from promotions to retirement are spelled out for security and contentment of the employees and special privilege the professorial chair.

For this edition, primary sectoral/departmental editing was done by the three Vice Presidents Dr. Angel A. Pangilinan (VPAA), Dr. Danilo G. Tan (VPEALA) and Dr. Manuel R. Guerrero (VPRD) to serve for cross references and in keeping with the provisions of the Manual of Regulations and Personnel Manual.

As in previous editions. “Let it be said that this newest edition will be effective, efficient and as good only as to its degree of implementation and call of demand of the contemporary time”.

The present edition presents the scope, function, and responsibility of top management and arranged after the latest Organizational Structure of Dr. Gloria D. Lacson Foundation Colleges Inc.

Hossain VC. Shamsoddin Vostakalaei Ph.D.
President

TABLE OF CONTENTS

Preface	I
Brief History	VIII
Institutional Vision, Mission & Goals	XI
Institutional Objectives	XIII
DGDLFCI Philosophy & Goals	XVI
I. General Administrative Personnel	1
The Board of Trustees	1
Duties and Function	3
Duties of the Chairman, Foundation	4
Duties of the Vice-Chairman	4
II. The College President	6
Duties and Responsibilities	6
Secretary to the President	12
III. The Academic Council	14
The Executive Vice President	15
The Administrative Council	16
IV. The Vice President for External Affairs, Linkages, and Accreditation	18
Linkages	20
Accreditation	21
The Office Secretary	22
V. The Vice President for Research Development and Extension	24
The Director of Research	26
The Office Secretary	28

VI. The Vice President for Academic Affairs	31
The Registrar	32
The Dean, Graduate School	35
The Dean, College of Education	37
The Dean, College of Nursing	39
The Dean, College of Criminal Justice Education	43
The Dean, College of Accountancy and Business Administration	46
The Dean, College of Radiologic Technology	48
The Dean, College of Computer Science and Information Technology	49
Head, Caregiver Department	51
Principal, Secondary Department	54
Principal, Elementary Department	57
Head, Pre-School Department	60
Chairman, Committee on Academic Affairs	61
Chief, Librarian	63
Chairman Office of Student Affairs	65
Adviser, Student Organization	68
The Guidance Counselor	69
The Office Secretary	70
VII. The Vice President for Administration and Finance	73
The Human Resource Management	74
College Physician	76
College Dentist	78
College Nurse	79
Procurement Personnel	80
Property Custodian	82
IT System Management Office	84
The Secretary of each Colleges	86

VIII. Financial Services	88
The Accounting Collection Disbursement Section	88
The Chief Accountant	88
The Treasurer	89
The Cashier	91
The Bookkeeper	93
Business Venture	95
Technological and Engineering Services	96
General Services	97
Engineering Services	98
Head, Motor pool	98
Disaster, Risk Reduction and Management Unit	100
Alumni Relations Officer	102
IX. Policies	103
Hiring of Personnel	103
Creation of New Position	103
Recruitment	104
Selection of Applicants	104
Personnel Status	110
Permanency	111
Transfer of Employees	111
Promotion of Employees	112
Performance Evaluation	114
Guidelines for Professorial Chair Award	115
Requirements for Professorial Award	117
Privileges of the Professorial Chair Occupant	117
Responsibilities of the Professorial Chair Occupant	118
Responsibilities of DGDLFCI	119
Evaluation of Research Paper	119

DR. GLORIA D. LACSON FOUNDATION COLLEGES, INC.

Formerly Dr. Gloria D. Lacson Foundation College

BRIEF HISTORY

Early in 1992, Spouses Engr. Massoud N. Shamsoddin and Dra. Cresencia VC. Shamsoddin initiated the idea of putting up a school. Pooling resources and efforts together, they established a Christian institution of higher learning in San Leonardo, Nueva Ecija. It is located at Barangay Castellano, eight kilometers away from the town proper of San Leonardo and 2 kilometers from Gapan.

The Founder decided to concentrate on Health-related Courses to make use of the facilities of Dr. Gloria D. Lacson General Hospital as laboratory for the students which the spouses also owned. Hence, on February 20, 1993, the first five-classroom building of Dr. Gloria D. Lacson was inaugurated with Gov. Thomas N. Joson III, Col. Francisco G. Zubia Jr. and their wives as sponsor and guest of honors.

In June 1st 1993 the College was incorporated under the laws of the Republic of the Philippines as a non-stock corporation. The institution was named after Dr. Gloria D. Lacson by spouses Engr. Massoud N. Shamsoddin and Dra. Cresencia VC. Shamsoddin to perpetuate the undying commitment of Dr. Gloria D. Lacson to education. The Vision has been inspired by one of the founders and spiritual mother, Dr. Gloria D. Lacson, the 10th president of Wesleyan University-Philippines in Cabanatuan City, whose dedication to profession, commitment to the education of the Filipino youth, spirit of service to the Community and strong faith in God were beyond compare. She was a well-respected educator who served the people and the community for the whole of her life. She had been responsible for converting Engr. Massoud N. Shamsoddin, an Iranian National to Christianity who is now married to

Dra. Cresencia VC. Shamsoddin a surgeon concerned for the development of the total person. The College which was named after her had been founded to continue her mission of bringing education, into the door-steps of every Filipino, particularly the poorest of the poor.

Dr. Gloria D. Lacson Colleges started its operation with five classrooms, 13 students and its first set of nine faculty and staff and first set of courses namely:

The courses offered were:

Liberal Arts, X-Ray Technician Courses, Secretarial Courses, Midwifery Courses, and Nursing Aide Courses

On February 27, 1998, it was converted into a foundation College known as DR. GLORIA D. LACSON FOUNDATION COLLEGES, INC. also as non-stock, non-profit educational institution, by virtue of the Securities and Exchange Commission (SEC) Regular No. ANO 0093-2473 with its amending articles of incorporation.

At present, the Dr. Gloria D. Lacson Foundation College, Inc. offers Basic Education (Pre-School, Elementary, Secondary (Junior and Senior High school), Tertiary (Bachelor of Elementary Education, Bachelor of Secondary Education, Bachelor of Science in Accountancy, Bachelor of Science in Business Administration, Bachelor of Science in Criminology , Bachelor of Science in Computer Science (soon to be migrated to Bachelor of Science in Information Technology, Bachelor of Science in Radiologic Technology, and Bachelor of Science in Nursing) and Graduate Studies (Masters of Arts in Nursing, Master of Arts in Education and Doctor of Philosophy in Educational Management).

The present composition of the Board of Trustees is the following:

Cresencia VC. Shamsoddin, M.D. FICS, RN, MAN

Chairperson

Massoud N. Shamsoddin, Ed.D.

Vice-Chairman

Members

Nellie L. Mercado Herman Atuel

Atty. Armando Suratos

Hossain VC. Shamsoddin Vostakalaei, Ph. D.

Massomeh VC. Shamsoddin - Padiernos, RMT, M.D.

Jasmin A. Shamsoddin Vostakalaei Ph.D.

Felizardo Y. Francisco, Ed. D., CESO III

INSTITUTIONAL VISION, MISSION, GOALS AND OBJECTIVES

VISION

A recognized mature teaching institution in Nueva Ecija committed to program excellence and service to youth, GOD and country.

MISSION

The College shall provide quality tertiary education programs that shall develop graduates with competitive knowledge, skills and attitude in a highly technology-oriented society.

GOALS

The foregoing mission and vision shall be pursued with the following thrusts:

- Quality and Excellence
- Relevance and Responsiveness
- Equality and Access
- Efficiency and Effectiveness
- Productivity and Linkages

INSTITUTIONAL OBJECTIVES

Quality and Excellence

1. Improve the faculty profile by pursuing aggressive faculty development program and recruiting highly qualified and competent ones;
2. Regularly monitor current program offerings to determine strength and weakness and to initiate appropriate action to strengthen identified weaknesses;
3. Regularly monitor and evaluate the teaching performance of all teachers and learning;
4. Improve radically the performance of graduates in licensure/board examination through regular refresher and review/remedial measures;
5. Upgrade the laboratory equipment and facilities and library holdings;
6. Work towards the accreditation of at least 2 programs in the medium term;
7. Expand beneficial linkages with other higher education institutions (both local and abroad), industry, government organizations and non-government organizations; and

8. Support and ensure optimum utilization of Student Auxiliary like library, guidance services, medical/dental etc.

Relevance & Responsiveness

9. Enhance or revisit the present curricular programs for the purpose of making them more relevant and responsive to the needs of the times;

10. Offer new programs that are needed by the community and the corporate/industrial sectors;

11. Implement a development plan for optimum utilization of information and communications technology in Instruction and Research;

13. Expand linkages with the community for purposes of initiating outreach projects, tie-ups for in-the-job training of students and placement of graduates; and

14. Coordinate and support related projects of the municipal government;

Equity and Access

15. Establish Alumni association for possible Scholarship Grants or donations to poor but deserving students and Tap existing Scholarship Foundations for inclusion of the college as recipient;

16. Develop an online or modular program for Filipinos working Abroad; and

17. Utilize the advantage of Study Now Pay Later Scheme

Efficiency and Effectiveness

18. Strengthen the organizational structure of each college to make it more effective and efficient.

19. Conduct regular meetings of all staff and personnel to emphasize the need to give better service to students and developing Christian values of fear of God, honesty, courtesy, diligence, transparency, social responsibility and love for country.

20. Strict adherence to the Code of Ethics and Professionalism in the performance of their duties.

**PHILOSOPHY AND GOALS OF
DR. GLORIA D. LACSON FOUNDATION COLLEGES, INC.**

Dr. Gloria D. Lacson Foundation Colleges Inc. aims to cater to the educational needs of the province of Nueva Ecija and the neighboring provinces.

The College is committed to the implementation of the institutional mandate of the 1987 Philippine Constitution, to wit.

All Education institution shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights, appreciation for the role of the national heroes in the historical development of the country, teach the duties and rights of citizenship, strengthen ethical and spiritual values, develop moral character and personnel discipline, encourage critical and creative thinking, scientific and technological knowledge, and promote vocational efficiency.

The D.G.D.L.F.C.I. is expected to become instrumental in realizing the goals of the Nation through the following:

1. Improvement of the quality and relevance of education and training with respect to the Philippine condition and needs.
2. Development of a more efficient system of selection and retention.
3. Equitable access to education.
4. Intensification of Values Education.
5. Increased emphasis on sciences education, indigenous research and experimentation.
6. Full mobilization of education personnel with an increasingly commensurate system of compensation and incentives.
7. Equitable allocation, efficient management and effective utilization of financial resources.
8. Institutionalization of functional linkages and training between formal and non-formal education and training institution; and
9. Strengthening of the system of educational planning implementation, monitoring and evaluation.

1. THE BOARD OF TRUSTEES

Minimum Qualifications for Members of the Board of Trustees

1. Education: Graduate with at least Bachelor's Degree or its equivalent.
2. Must be in good physical and mental health.
3. Must possess personality trait necessary in relating himself to sector of the school and community.

Composition

- Section** 1. There shall be two (2) classes of Members, as provided for in the Articles of Incorporation; namely, the permanent members who shall be known as life Members, and the elective members, who shall be known as Associate Members.
- a. The Life Members are the Founders of the foundation and such as their own common, legitimate descendants as may, from time to time, be chosen by two-third (2/3) vote of all the Life Members, or at any Special Meeting of the Members duly called for the purpose.
 - b. The Associate Members are the elective members enumerated in the Articles of Incorporation, and such other persons as may, from time to time, be elected by two (2/3) vote of all the Life Members from among respected educators, businessmen, financiers, statesmen, scientist, public servant, substantial donors, and contributors to the funds of the foundation: provided

however, that the Members shall not exceed the Life Members. Associate Members shall hold office for one (1) year, unless re-elected.

Section 2. Only the Life Members shall be entitled to vote in the choice of Life Members and Associate Members. In all other matters, all the Life Members and all the Associate Members shall each be entitled to one vote, and they may vote either in person or by proxy in all meeting of Members. Proxies shall be in writing signed by the Members giving the proxy, and filed before the scheduled meeting with Corporate Secretary.

Section 3. Membership of the foundation may be terminated only for just cause, after sufficient prior notice to the respondent, by a vote of at least two-third (2/3) of all the Members at their annual meeting, or at any Specialist Meetings of the Members only called for the purpose.

Section 4. The Board of Trustees may, from time to time establish rules and regulation not inconsistent with the qualification, choice, and election of members, their rights and duties and the termination of their membership in the foundation.

Section 5. The incumbent President of DGDLFCI shall be honorary members of the Board.

Duties and Functions

I. In General

1. Formulates general objectives and makes policies not contrary to law for the Foundation Colleges and provide for the implementation of such;
2. Responsible for the acquisition, conservation and management of the Foundation Colleges Funds and Properties.
3. Elects the President of the Foundation Colleges, who shall server for a term of five (5) years, unless sooner terminated by competent authorities, or thereafter re-elected by the members of the Board of Trustees;
4. Delegates to the President of the Foundation Colleges, who shall serve for a term of five (5) years, unless sooner terminated by competent authorities, or thereafter re-elected by the members of the Board of Trustees;
5. Designates the banking institution of institutions which shall be the official depository of all moneys and valuables of the corporations and directs those withdrawals there from shall be by checks drawn by the Treasurer and countersigned by the chairman of the Board of Trustees
6. Elects the officers of the Board as provided by the articles of the by-laws

7. Appoints, suspends, transfers, replaces or dismisses administrative and academic official or employees as the interest of foundation may require, and
8. Approves the Budget of the Foundation.

II. Functions of the Chairman

1. Presides over all meetings of the Board of Trustees;
2. Supervises the affairs of the Board of Trustees and submits such reports as are necessary to the annual meetings of the Foundation;
3. Signs all contracts and other instruments;
4. performs other duties incidental to his/her Office.

III. Functions of the Vice Chairman

1. In the absence of the Chairman, acts in his behalf to enable his/her to successfully oversee the affairs of the foundation;

Tenure of Office of the Members of the Board of Trustees

1. Except the representative of the Alumni Association of the Foundation Colleges whose term of office in the Board is co-terminus with his term of office in the Alumni Association, the other members of the Board of Trustees shall serve for a term

of five years, or until their successors shall have been duly elected and qualified, it being understood that the first members of the Board had classified themselves as done hereto-fore so that term of one fifth of the original membership has to expire every year.

Vacancies/Filling Vacancies

- a) Upon expiration of any member's term of office;
- b) By any member's departure from the Philippines without intention to return within one year;
- c) Resignation, disability, or death of the member; and
- d) Any vacancy may be declared and filled by the remaining members of the Board of Trustees.

THE OFFICE OF THE PRESIDENT

The Office of the President oversees that gamut of the Foundation Colleges activities. The President, who is an honorary member of the Board of Trustees, he is the executive and administrative officer of the institution. He executes policies and programs adopted by the Board of Trustees.

Directly under the office of the Vice President are: Vice President for External Affairs and Linkages and Accreditation, Vice President for Research and Development, Vice President for Academic Affairs, Vice

President for Administration and Finance, Internal Auditor, Registrar, Legal Counsel, Alumni Association and Information Office, Research and Development Office, Publication Office, Advisory Council, Engineering and Maintenance Office, Physician, Dentist, Secretary to the President, Assistant for Finance, Assistant for Administration and such other offices as are directly under the Vice-President for Academic Affairs.

2. THE COLLEGE PRESIDENT

Duties and Responsibilities

1. The President is the Chief Administrative, supervisory and executive officer of the institution. He formulates and recommends to the Board of Trustees policies for the improvement of the administration of the school in all areas of its operation and for the promotion of its growth;
2. Is responsible for the implementation of approved policies and programs and their interpretation to all units of the school and to the public at large.
3. Is responsible for prescribing and maintaining a highly competent staff capable of carrying out authority and responsibility, and for the efficient organization and operation of the institution as a whole.
4. Is responsible for providing leadership in the development and implementation of educational aims and purpose of the

school, its academic, curricula, and policies concerning admission, retention and graduation of students;

5. Is responsible for Advisory Council recommendations of standards governing instructional and administrative personnel and forwarding recommendation, together with his own to the Board of Trustees.

6. Is responsible for establishing and maintaining adequate line of communications and control to insure and promote identification and analysis of problems, and for developing solutions to them;

7. Serves as an ex-officio member to all Faculty members.

8. Is the principal point of coordination of the growth and development of the Foundation Colleges and takes initiative in securing financial resources essential to the growth. He/She shall receive donation, gifts, and other emoluments due to the Foundation Colleges.

9. Has primary responsibility for the employment or dismissal of faculty and staff personnel.

10. Declares graduates from all levels of education upon the recommendation of the faculty by authority of the Board of Trustees and approval of the proper government office;

11. Receives for his review and recommendation to the Board the annual budget of the various units of the Foundation

Colleges and administers the budget of the various units of the Foundation Colleges and administers the budget as approved by the Board;

12. Supervises and administers the disbursements of all funds of the Foundation Colleges, including the power to approved or disapproved any or a request of work

13.Fosters relationship with churches, alumni, parents' business, industry and government agencies to enhance maximum understanding and gain financial support for the programs of the Foundation Colleges.

14. Suspends, terminates or dismisses, transfers or replaces upon approval by the Board any administrative or academic official or employee as the interest of the Foundation Colleges may require for any of the following causes or offense;

- a) Serious misconduct in the performance of duties which affect the work;
- b) Insubordination or willful disobedience by the employee on Lawful Orders of his superior or representative of such superior;
- c) Gross and Habitual neglect by the employee of his duties;

d) Gross inefficiency and incompetence in the performance of his duties as such but not necessarily limited to habitual and inexcusable absences and tardiness, willful abandonment of employment or assignment;

e) Negligence in keeping school or student records or tampering with or falsifying the same;

f) Being notoriously undesirable;

g) Being disgraceful or immoral in conduct;

h) Selling of tickets, or collection of any contribution in any form for any purpose whatsoever, whether voluntary or otherwise, from students and school personnel, without authority from president;

i) Fraudulent act or willful breach of trust by the employee reposed upon him by his superior or representative;

j) Suffering from any disease which is detrimental to the health of his/her co-employees;

15. Represents the institution in all activities calling for institutional involvement;

16. Prepares the annual report of the Foundation Colleges for submission to the Board of Trustees;

17. Takes initiative in the acquisition or construction of facilities or sale thereof, such as lands, school buildings, dormitories, transportation facilities, hotels, etc.

Job Relationships:

1. Reports to: The Board of Trustees
2. Supervises: All Personnel of the Foundation Colleges

Qualifications:

1. Must show evidence of professional growth;
2. Should have good experience and training in positions requiring administrative competence and leadership, preferably in higher education;
3. Should be a Filipino citizen. Ages not be less than forty (40) at the time of first appointment;
4. Must be in good physical and mental health;
5. Should be a man of liberal ideas, broad sympathies, wide cultural interest and has Christian and positive outlook in life.
6. Should possess pleasing social qualities to enable him to meet and associate with people with ease, aplomb ang finesse.

7. Should deeply believe in the objectives and mission of the Foundation Colleges and speak of them with conviction to all appropriate occasions;

8. Should have managerial ability and can make correct decisions on vital matters including those involving discipline;

9. Should possess the knack of selecting faculty and staff who possesses drive, initiative, commitment and loyalty. He should be able to indicate by word and by example academic, moral and spiritual leadership among the faculty and staff and to lead them to cultivate excellence in all their endeavors;

10. Should possess administrative leadership and should be able to inspire other to accomplish certain task assigned to them with dispatch, thoroughness, and competence;

11. Must not have any conflicting interests with the Foundation Colleges; and

12. Should be well-known as an active Church leader, and a strong believer in Christian Education. He should be ecumenically minded, a supporter of spiritual unity and of active fellowship will all regardless of sect or denomination.

SECRETARY TO THE PRESIDENT

The secretary to the President keeps an orderly and systematic calendar of activities of the College President.

Duties and Responsibilities

1. **Organizing meetings** – A board secretary schedules and prepares invitations for meetings, distributes them to members, along with any supporting documentation.
2. **Building communication** – Being privileged with access to board members and executives, a secretary bridges the communication gap between them. If possible, he/she advise to proposed the board on specific issues.
3. **Preparing materials** – A board secretary arranges meeting materials such as reports and presentations, in accordance with the company guidelines. These materials are distributed before the meeting unless the organization’s regulations state otherwise.
4. **Recording minutes** – This is one of the essential secretary responsibilities on a board of directors. A secretary extracts key information from meetings, takes detailed minutes, and sends them to the full board of directors within a week. This way, board members can review materials while the meeting discussions are still “fresh” in their minds.

5. **Maintaining documentation** – A board secretary reviews and updates documents and see to it all documents accurate and verified information. What’s more, this professional is responsible for preserving all meeting records approved by directors.
6. **Informing board members** – A secretary informs meeting attendees of news affecting their board member responsibilities and explains how it applies to them. For example, they should be kept abreast of recent changes in legislation or relevant laws.
7. Sees to it that the President is properly informed of all developments in the Foundations through a system of checks and reports of all departments.

Job Relationships:

Reports to: The President

Qualifications:

1. **Educations and Training:** College graduate with training in e-communication, encoding and record filling preferably with knowledge of stenography; Must have good command of English and Filipino and must be able to compose business correspondence and other paper works; Must be in

good physical and mental health; Must have no conflicting interest with the Foundation.

2. Experience: Two years of actual experience in secretarial work.

THE ACADEMIC COUNCIL

Composition:

The Academic Council is composed of the Deans, Academic Heads, Department Chairpersons and Faculty Members with the rank of Associate Professor III and up. Others may be invited on case-to-case basis. The Council is headed by the Vice President for Academic Affairs.

Duties and Responsibilities:

The Academic Council regularly meets once every semester to:

1. Reviews and evaluates academic programs and policies;
2. Plans and develops academic programs and policies;
3. Identifies and prioritizes academic needs and concerns;
4. Recommends academic policies to the President.

THE EXECUTIVE VICE PRESIDENT

Composition:

The Executive Vice President is in charge of keeping the Colleges and Departments of the institution operating at peak performance. The EVP is responsible directly to the President to help shape the overall direction of the College. The Executive Vice President needs to have a broad scope of talent. He/She may be asked to analyze profits one day and improve the College satisfaction rating. The Executive Vice Presidents needs to evaluate the efficiency of current processes and make high-level adjustments that will improve productivity. He/She consistently works with and update the Board of Trustees, setting meetings as needed and overseeing high-level revenue plans.

Duties and Responsibilities:

1. Oversee operations and ensuring efficiency.
2. Implements the college vision.
3. Reviews budgets and financial projections and adjusting as needed.
4. Approves additional expenses as well as one-off project requests.
5. Provides insight and direction to the College President.
6. Works with management to address specific concerns.
7. Maintains a safe and healthy work environment.

8. Shares information with the board of directors.
9. Grows sales, revenue, and market share through careful leadership and policy enforcement.
10. Attends meeting, serving as a liaison between the company and the board.
11. Necessary Skills and Qualifications.

THE ADMINISTRATIVE COUNCIL

Composition:

The Administrative Council is composed of Vice President for Administration presided over by the College President.

Duties and Responsibilities:

The Council meets every month to:

1. Recommend to the President the policies and procedures involving administrative matters.
2. Holds a highly confidential position in the Office of the President. Supervises employees under him if there are any.

Qualifications:

1. Education: Must possess a Bachelor's Degree in Business Administration, or Accounting, preferably a CPA; and
2. Experience: Must have worked in an office dealing with financial matters for at least two years.
3. Must be in complete trust and confidence of the school President. Serve as an advisory body to the President on matters of policies and programs of the Foundation Colleges;
4. Makes recommendations to the President as the Council may deem wise and proper for further improvement of the school programs and services; and
5. Performs other task as may, from time to time, be delegated to by the President.

Job Relationship:

Reports to the: The President

THE VICE PRESIDENT FOR EXTERNAL AFFAIRS, LINKAGES, AND ACCREDITATION

The office of the Vice President for External Affairs is multi-tasking. The office is intended to provide inclusive duties and responsibilities as spelled in the areas of responsibilities namely.

Duties and Responsibilities:

1. Vice President for External Affairs leads initiative that builds and execute brands, strengthen marketing and communication, fosters strategies partnership, and expands relationship with policy makers, industry leaders and other stakeholders. The Vice President cultivates productive internal and external relationship across stakeholders and lead and influence across functional team efficiency.
2. Creates, implements, oversees and measures the success of a comprehensive, culturally competent marketing and communications advocacy program that will enhance as catalyst for the financial master field, including tough leaders, researchers, and policy makers in the academe government and regulatory bodies (national, state, and local), national organization and key public segments.
3. Further defines, builds, protects, measures and promotes DGDLFCI vision and history.

4. Oversees design, production and effective multi-channel distribution of DGDLFCI messaging, communication, advertising and promotional campaigns.
5. Designs proactive media, PR and thought leadership strategies to stimulate media interest, build brand awareness and convey DGDLFCI message.
6. Ensure regular contact with targeted media and timely responses to request. Support all aspects of internal and external communication.
7. Creates and manage a solid network of strategic partnerships and alliances in support of DGDLFCI key priorities including fostering advocacy for research, ideas, products and programs.
8. Devises and manages a robust digital and social media strategy and intelligence capability.
9. Measure ongoing consumer and stakeholder engagement with DGDLFCI brand, research, thought leadership, products and advocacy efforts.
10. Uses data, analytics and insights to determine program and initiative success.
11. Understands and tracks the effectiveness of key marketing and brand initiatives, research, program/events, and overall enhancement of consumer experience.

LINKAGES

The Vice President develops and maintains effective and innovative system of linkages and external relation to sustain DGDLFCI partnership with local and global institution, industries, government and private units.

Duties and Responsibilities:

1. Promotes the institution's image and reputation, and visibility in national and international publics.
2. Expands engagements and partnerships of the DGDLFCI leading to exceptional global opportunities for a cross-border mobility, collaborative research, and information resource sharing.
3. Builds exceptional international opportunities for faculty and students through academic and cultural exchange programs, paper presentations and publications, as well as cross-cultural information sharing to leverage professional and intellectual horizons.
4. Strengthens strategic networking and collaborative partnerships to generate more resources for scholarship, scholar opportunities and institutional capacity building.

ACCREDITATION

The Vice President is responsible for guiding and coordinating the accreditation and assessment process for the academic colleges as well as supporting section for strategic planning. Particularly, the Vice President develops, manages and interprets institutional data in support of planning accessed and decision-making process. The Vice President has the Responsibility to integrate accreditation across the academic programs.

Duties and Responsibilities:

1. Serves as the Dr. Gloria D. Lacson Foundation Colleges, Inc. Officer and all other professional accreditation organizations.
2. Provides coordination, support and guidance for the preparation and submission of the accreditation report, and all required reports for the existing programs.
3. Coordinates the information needed for accreditation, compliance and assessment related to student performance and program effectiveness.
4. Works with the Deans and Dean staff on matters related to preparation of program accreditation, re-accreditation such

at the planning, data collection, self-study, and executive summary report are completed timely and sufficiently.

5. Tracks and monitors program/professional accreditation, program licensure approval, and other required or voluntary approvals of academic programs.
6. Monitors deadlines and notify appropriate Vice-Presidents and Deans for timely submission of accreditation self-studies, renewals, or other reports activities.

THE OFFICE SECRETARY

The secretary serves as the keeper of confidential records/matter pertaining to the college or department where he/she works.

Duties and Responsibilities:

1. Assists the office head in the overall planning of activities in the office where he works.
2. Composes and types letters, memoranda, notices, schedules, minutes and other materials as are necessary for the functioning of the office where he is assigned.
3. Keeps and orderly records of appointments for the head of the office and prepares reminders.
4. Receives all correspondence addressed to the head of the office and sees to it that they are properly received and answered.

5. Keeps an orderly and systematic filing system of all records in the office where he works.
6. Sees to it that the office head is properly informed of all developments in the Foundation Colleges through a system of checks and reports of all departments.
7. Prepares routinary internal and external correspondence.
8. Sees to it that records of minutes of meeting are safely kept/ and that all required materials and reports for meeting are prepared.
9. Screens and attends to all visitors in the office.
10. Performs other duties as may, from time to time, be assigned to him by the Foundation Colleges President or the Head of the office where he works.

Job Relationship:

Reports to: The Office Head

Qualifications:

1. **Education and Training:** College graduate with training in typewriting and filing; Preferably with knowledge of stenography; must have good knowledge of Filipino and English and must be able to compose correspondence.
2. **Experience:** At least two years of experience in secretarial work.

THE VICE PRESIDENT FOR RESEARCH

DEVELOPMENT AND EXTENSION

The Vice-President for Research, Extension, and Production is directly responsible to the College President on matters pertaining to research, extension, and production services, non-formal education, training, and income-generating units and activities.

Duties and Responsibilities:

1. Plans and implement approved plans on research, extension, and development in coordination with the other Departments/Units of the College.
2. Implements College policies, thrusts, programs and activities on research and development, extension, and production.
3. Exercises management and supervision functions over personnel in the College and promote their welfare and development.
4. Taps resources for the promotion of research, development, extension, and production.
5. Supervises and coordinate the preparation of the research journal, newsletter and other required reports.

6. Initiates/establishes linkages with government and non-government agencies on research and extension projects and programs.
7. Reviews and recommends for consideration research projects which may be funded from the research fund of the College/Institution.
8. Performs other functions as may be delegated either by the Foundation President or College President.

THE DIRECTOR OF RESEARCH

Duties and Responsibilities:

1. Is responsible to the Vice President for Research for directions of research and development programs of the Foundation.
2. Performs direct research projects.
3. Coordinates with the Dean of the Graduate School on researches conducted by the graduate students; and with the Deans of colleges on researches conducted the by the undergraduate students.
4. Plans continuing programs for the development of the institution in close cooperation with the Vice President for Research and Development.

5. Coordinates with the Vice President for Academic Affairs in formulating research and development programs and direction.
6. Assists in the development, revision, and enrichment of curricular offerings.
7. Seeks external financial and technical assistance for the prosecution of research and development programs of the institution in coordination with the Vice President for External Affairs.
8. Submits to the Vice President for Research and Development a semi-annual report of the accomplishments of the Office of Research and Development with proper recommendations.
9. Produces and handles the publication and distribution of the school catalogue, brochures, and Bulletin of Information.
10. Is in-charge of the production, publication and distribution of the Lacson Foundation Colleges, Inc. Graduates School Research Journal.

Job Relationship:

Reports to: The President thru Vice President for Academic.

Affairs

Supervises: Research Staff

Coordinates with: Graduate School, College Deans

Qualifications:

1. **Education:** Must possess at least an earned master's degree, but doctoral degree is preferred.
2. **Experience:** must have at least five years of experience on the conduct of researches and at least three years of successful teaching experience preferably in the graduate level.
3. Must have keen foresight and eye of progress and development.
4. Must have the complete trust and confidence of the President.

THE OFFICE SECRETARY

The secretary serves as the keeper of confidential records/matter pertaining to the college or department where he/she works.

Duties and Responsibilities:

1. Assists the office head in the overall planning of activities in the office where he works.
2. Composes and types letters, memoranda, notices, schedules, minutes and other materials as are necessary for the functioning of the office where he is assigned.
3. Keeps and orderly records of appointments for the head of the office and prepares reminders.
4. Receives all correspondence addressed to the head of the office and sees to it that they are properly received and answered.
5. Keeps an orderly and systematic filing system of all records in the office where he works.
6. Sees to it that the office head is properly informed of all developments in the Foundation Colleges through a system of checks and reports of all departments.
7. Prepares routinary internal and external correspondence.
8. Sees to it that records of minutes of meeting are safely kept/ and that all required materials and reports for meeting are prepared.
9. Screens and attends to all visitors in the office.

10. Performs other duties as may, from time to time, be assigned to him by the Foundation Colleges President or the Head of the office where he works.

Job Relationship:

Reports to: The Office Head

Qualifications:

1. **Education and Training:** College graduate with training in typewriting and filing; Preferably with knowledge of stenography; must have good knowledge of Filipino and English and must be able to compose correspondence.
2. **Experience.** At least two years of experience in secretarial work.

THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Vice President for Academic Affairs assumes responsibility in coordinating the work of the college deans, academic policies, faculty and staff development, and other academic programs of the foundation. This office ensures that the highest academic instruction possible is offered. It does not concern itself mainly with students and student's services, faculty and staff, but also follows up the professional growth of the alumni.

Duties and Responsibilities:

1. Is responsible to the College President for all matters affecting the academic affairs of the Foundation Colleges.
2. Is responsible for the supervision and direction of the academic life of the Foundation College, curriculum development, quality of instructor, and faculty and alumni performance/ and submits a semesterly report thereon.
3. Evaluates periodically every semester, the contents and objectives of each course in the different academic departments.
4. Provides academic leadership especially over the Deans and department of discipline chairmen of curricular offerings.
5. Assists the Deans in the development, revision and enrichment of curricular offerings.
6. Prepares and supervise inter – disciplinary programs of various colleges and departments.
7. Formulates a faculty development program. Encourages professional growth through conferences, seminars and workshops and through graduates’ studies and submits semesterly reports thereon.

8. In concerned with the status of the faculty, staff, and academic personnel of the foundations and makes a semesterly report with recommendations thereon.
9. Assists the College President in the enforcement of rules, regulations, and policies promulgated by the Board of Trustees and the Department of Education, Culture and Sports, and the Commission on Higher Education.
10. Assists each college/ department in its self – evaluation and actual accreditation and/or reaccreditation.
11. Chairs the personnel screening committee for faculty and staff and makes recommendations for appointments to the Foundation Colleges Presidents.
12. Performs other duties and functions as may, from time to time, be requested by the President.

Job Relationship:

Reports to: The President

Supervises: Academic Deans, Librarian, Chairman,

Committee on Student Affairs, and Principals

Qualifications:

1. **Education:** Doctoral Degree (Preferably in Education or Administration)

2. **Experience:** At least five (5) years of administrative experience, preferably in the college level, at least five years of successful teaching experience preferably in the graduate level.

THE REGISTRAR

The Registrar is a Senior Administrative executive in any Academic institution who oversees the management and leadership of the Registrar's Office. Typically, the Registrar processes registration, schedule of classes and maintains dean lists, enforces the rules for entering or leaving classes and keeps the permanent record of grades and marks.

At Dr. Gloria D. Lacson Foundation Colleges, on behalf of the Foundation/ College Registrar, a Senior Staff is assigned/delegated in care of unavoidable attendance that requires her representation to perform, act on whatever issues or concern are requested from the office. Any Official action is always referred to the College Registrar.

Duties and Responsibilities:

1. Prepares the school calendar in consultation with the Deans and Principal and submits the same to the President and to the CHED for the approval.
2. Plans and coordinates with the Deans on the schedules of all classes and submits the same to the President for

confirmation thru the Vice – President for Academic Affairs.

3. Examines student credentials and facilities including the complete and Official registration of all Students and sees to it that the rules of the Department of Education, Culture and Sports and the Commission on Higher Education regarding admission, promotion and retention, load, transfers, cross registration, etc. are followed.
4. Endorses for transmittal to the Department of Education, Culture and Sports and to the Commission on Higher Education to the office of the president thru the VPAA requests for exemption from the observation and practice Teaching and other subjects which have equivalents.
5. Reconstructs missing students records on the basis of official records available in the DepEd and CHED.
6. Confers with Deans or faculty members and students concerning removal or incomplete grades.
7. Recommends to the Department of Education, and the Commission on Higher Education to the office of the President application for graduation in consultation with respective Deans.
8. Keeps the updated profile of students and faculty.

9. Assists the Deans in the selection of students who will qualify for graduation with honors.
10. Issues certificates of attendance, true copies of special order and diploma, honorable dismissals, transcript of records, and correspondence with other schools in matters of student's transfer.
11. Issues student's grades on evidence of clearance after each grading period and report all grades to the DepEd or CHED at the end of term.
12. Submits thru the Vice President for Academic Affairs other reports as may be required of him by the President or the Board of Trustees.
13. Is responsible for the efficient, speedy, systematic and satisfactory registration of all students and issuance of all certificates and student records.
14. Devises a system to harness the assistance of Deans and other administrative officers in facilitating the efficient, speedy and satisfactory registration of students, release of grades and submit a report thereon to the President thru the Vice-President for Academic Affairs.
15. Makes regular reports to the President on the compliance of all faculty with respect to the submission of grades with

in the reglementary period and submits recommendations aside from disciplinary provision already in place.

Job Relationship:

Reports to: The President thru the Vice President for
Academic Affairs

Supervises: Clerks, Staff

Coordinates with: Deans, Principal

Holds a highly Confidential Position

DEAN, GRADUATE SCHOOL

The Dean of the Graduate School Reports to the Vice President for Academic Affairs. The Dean of the Graduate School is the chief administrator for all graduate programs within the DGDLFCI. The Graduate School is the pathway and official school of record for graduate student application, admission, registration and enrollment, monitoring and recording of academic progress and milestones (admission, residency, qualifying examinations, candidacy, defense of dissertation), and the awarding of degrees. The Dean should have a PhD or an equivalent doctorate degree.

Duties and Responsibilities:

1. Performs direct supervisory activities in relation to the graduate faculty and other personnel assigned in the Graduate School.
2. Counsels graduate students in relation to their course programs and subjects to be taken leading to Master of Arts and Doctorate research to be conducted.
3. Plans and implements a continuing educational program for professional growth among the graduate school faculty in the form of seminars, workshops, and conferences.
4. Assumes educational leadership among members of his faculty.
5. Acts as editorial - chief of the Graduate School Research Journal.

Job Relationship:

Reports to: The President thru the Vice President for

Academic Affairs

Supervise: Faculty, Staff and Secretary

Qualifications:

1. **Education:** Doctoral Degree (Preferably in Education or Administration)

2. **Experience:** At least five (5) years of administrative experience, preferably in the college level, at least five (5) years of successful teaching experience preferably in the graduate level.

DEAN, COLLEGE OF EDUCATION

The Dean helps the VPAA to manage academic plans, make hiring decisions, develop college policies, and help manage the admissions process. Finally, helps the administration in the management of the College of Education.

The Dean verifies the adequacy of instruction, monitor academic integrity, and is responsible for student recruitment, admission, and academic progress. The Dean is responsible for the ethical conduct of research and for establishing and maintaining a culture of compliance and integrity among faculty, staff, and students.

Duties and Responsibilities:

1. Leads the College of Education in developing a mission and setting of goals consistent with the DGDLCI mission, goal, core values and strategic imperatives.
2. Supervises, evaluates and supports the college's academic and administrative programs in a manner that supports excellence in: teaching and learning; research, scholarship, and outreach, service. Related activities may include

coordination of program development, assessment, review, revision and/or deletion.

3. Adopts College policies and procedures and relevant shared governance processes to provide recommendations to the Vice President for Academic Affairs regarding other leaves for faculty and staff, as well as recommendations relative to all personnel matters involving faculty and staff, including: appointment, reappointment, retention workload, termination.
4. Manages effective communication among students, faculty, and other unit personnel within the College of Education.
5. Works collaboratively with Vice President for Academic Affairs, and the President to develop, lead and encourage quality Education in support of the DGDLFCI the goals of the department, programs and initiatives.
6. Performs other duties and responsibilities as may be assigned from time-to-time by the Vice President for Academic Affairs and the President that are customary for the role of the Dean of the College of Education.

Job Relationship:

Reports to: The Vice President for Academic Affairs

Supervises: All Faculty and Staff Under the Office

Qualifications:

1. **Education:** Master's Degree in Education or Doctoral Degree (Preferably in Education or Administration)
2. **Experience:** At least three (3) years of administrative experience, preferably in the college level, at least three (3) years of successful teaching experience preferably in the college level.

DEAN, COLLEGE OF NURSING

A Dean of Nursing provides leadership and counsel to faculty, staff and students, monitors trends in nursing education, participates in research, ensures adherence to CHED Memo No. 15 s. 2017 and DGDLCI regulations, maintains accreditation standards, and establishes strategic affiliation with hospitals in Nueva Ecija as well as other hospitals in NCR.

Based on CHED Memo No.15 s. 2017

The Dean shall have the following functions/duties and responsibilities:

a) Administration:

1. Ensures compliance to CHED policies, guidelines and standards and other relevant regulations;
2. Prepares short term and long-term plans;
3. Manages college office operations;
4. Obtains recognition/accreditation of the nursing program;
5. Evaluates the performance results of the nursing program;
6. Pursues personal and professional development.

b) Curriculum and Instruction:

1. Initiates curriculum development programs;
2. Leads development and utilization of instructional resource materials;
3. Ensures attainment of instructional standards in curriculum implementation;
4. Monitors and evaluates the proper implementation of the nursing programs.

c) Faculty:

1. Plans a rational faculty academic and non-academic load;
2. Leads in the faculty and staff development programs.

d) Resource Management:

1. Manages human, financial and physical resources;

2. Collaborates with the health services, affiliation agencies and other academic units in the implementation of instructional programs.

e) Research and Extension:

1. Initiates research and community extension projects/programs.

f) Linkages:

1. Forges relevant linkages with local, regional and national HEIs and agencies.

As per DGDLFCI

Duties and Responsibilities:

1. Assists the Foundation Colleges President in the attainment of the institutional goals, e.g., instruction, research and community extension services and all other matters affecting the institution.
2. Exercises educational leadership among her faculty by.
 - a. Assigns and recommends teaching load of the faculty.
 - b. Institutes a faculty development program.
 - c. Recommends a promotion for a deserving faculty, promotion or separation of faculty members.

3. Directs and assigns faculty to advise students in their program of studies.
4. Supervises, coordinates and consults with the head of students' personnel services particularly on the admission of students in accordance with the prescribed criteria of selection, admission, promotion and retention.
5. Institutes a definite program of supervision in order to raise the efficiency of instruction by.
 - a. Supervises and evaluates instructional strategies with the purpose of improving
 - b. Supervises and evaluates co – curricular activities of the college.
6. Assumes total responsibility for implementing the requirements for graduation.
7. Supervises clinical and community instructors handling practicum.
8. Coordinates with various hospitals and other health agencies for linkages and affiliation.
9. Coordinates with medical personnel of the Foundation in the implementation of a sound health among nursing students.
10. Initiates, encourages and supervises research in health and allied subjects among the faculty and students.

11. Submits a semestral report to the President thru the VPAA on the compliance along the approved duties and responsibilities.

Job Relationship:

Reports to: The President thru Vice President for Academic Affairs

Supervises: The Faculty and other Personnel him/her

Qualifications:

1. **Education:** Master's Degree in Nursing or Doctoral Degree (Preferably in Education or Administration)
2. **Experience:** At least three (3) years of administrative experience, preferably in the college level, at least three (3) years of successful teaching experience preferably in the college level.

DEAN, COLLEGE OF CRIMINOLOGY

The Dean is in charged with the responsibility of continually improving, upgrading and strengthening the academic life of the Department in order to make it a more effective instrument and avenue for the attainment of the DGDLFCI vision, mission and goals objectives.

Duties and Responsibilities:

1. Institutes a definite program of work at the start of the academic year. However, this could be accomplished during the scheduled annual planning of DGDLFCI.
2. Submits Course syllabi on or before the first week of classes and ensure that the course Syllabi conform to prescribed or standard content and format of the Commission higher Education.
3. Facilitates the performance evaluation of faculty members.
4. Conduct regular observation of classes.
5. Monitors attendance of faculty and takes the needed action in cases of absences, tardiness, or other forms of behavior inimical to the service.
6. Checks test questions/ evaluation instruments and grading sheets ensures that these conform to prescribed or standard content and format.
7. Coordinates a constant and or regular follow – up of guidance to the faculty to identify problems of students.
8. Initiates, coordinates and supervises faculty and student participation in all curricular and co – curricular activities in collaboration with other officials concerned.

9. Enforces the institution's policies, rules and regulations on admission and registration of students, transfer of credits, subject loads, subject sequence and subject pre – requisites, scholarship, residence, promotion and others and to approve the list of candidates for graduation.
10. Recommends attendance of faculty to relevant in – service trainings.
11. Initiates, coordinates and ensures research and development activities and outputs of the faculty and students.
12. Reports directly to the VPAA and performs such other duties as may be assigned by the College President, VPR, VPEALA and VPAA of the college.

Job Relationship:

Reports to: The Vice President for Academic Affairs

Supervises: Faculty and Staff under the office

Qualifications:

1. **Education:** Master's Degree in Criminology or Doctoral Degree (Preferably in Education or Administration)
2. **Experience:** At least three (3) years of administrative experience, preferably in the college level, at least three (3)

years of successful teaching experience preferably in the college level.

**DEAN, COLLEGE OF ACCOUNTANCY,
BUSSINESS ADMINISTRATION, AND
ACCOUNTING MANAGEMENT**

The Dean is responsible for the attainment of the objectives of the college. The Dean develops and implements plans, programs, policies, systems and methods necessary for the attainment of these objectives.

Duties and Responsibilities:

1. Formulates a program of work for the college.
2. Recruits qualified staff and faculty in the Department.
3. Assigns competent faculty to handle teaching load.
4. Organizes the college into a productive Department.
5. Implements the plans, policies and programs of the DGDLFCI.
6. Monitors the accomplishment of activities stipulated in the Semestral Program of Work.
7. Manages the performance of subordinates.
8. Prepares and submits report as required. Evaluates the plans and programs implemented.

9. Appraises the performance of his subordinates.
10. Appraises his superior on developments of plans and programs.
11. Submits monthly, mid – year, year – end and other required reports.
12. Coordinates with other academic College Heads on matters affecting the operation of the college.
13. Coordinates with other offices/Colleges in the formulation of plan and programs.
14. Performs other tasks and functions as may be assigned and/or required by the College Authorities.

Job Relationship:

Reports to: The Vice President for Academic Affairs

Supervises: Faculty and Staff under the office

Qualifications:

1. **Education:** Master's Degree in Accountancy or Doctoral Degree (Preferably in Education or Administration)
2. **Experience:** At least three (3) years of administrative experience, preferably in the college level, at least three (3) years of successful teaching experience preferably in the college level.

DEAN, COLLEGE OF RADIOLOGIC TECHNOLOGY

The Dean provides administrative management, supervision and leadership in the Department. This includes developing and continually improving the Department's program and strategic scheduling as well as managing physical facilities and personnel effectively to meet program outcomes. The Dean supports students' success by providing leadership along academic programs through Program of Work and program monitoring. The Dean is also responsible for working with the college personnel to provide college-wide leadership through participation to college system committees, task force and leading college initiatives. Finally, the Dean requires engagement with the other institutional institutions, community and other external stakeholder to meet DGDLFCI vision, mission, goals and objectives.

Duties and Responsibilities:

1. Supervises Faculty and Staff Supervision and Development.
2. Supports Student Success through Departmental Work plans, Program reviews, and Assessment of student Learning.
3. Initiates Strategic Planning for the College.
4. Prepares Strategic Schedule of classes.

5. Supervises Industry and Transfer Pathway Outreach and Partnerships (OJT).
6. Reports directly to the Vice President for Academic Affairs

Job Relationship:

Reports to: The Vice President for Academic Affairs

Supervises: Faculty and Staff under the office

Qualifications:

1. **Education:** Master's Degree in Radiologic Technology or Doctoral Degree (Preferably in Education or Administration).
2. **Experience:** At least three (3) years of administrative experience, preferably in the college level, at least three (3) years of successful teaching experience preferably in the college level.

DEAN, COLLEGE OF COMPUTER SCIENCE

The Dean of Computer Science provides strategic leadership in the planning, organization, and evaluation of the colleges' technology services. The Dean Also provides guidance and direction for the strategic application of technology across the assigned colleges /offices during the on-the-Job Training at Dr. Gloria D. Lacson Foundation Colleges Inc.

Duties and Responsibilities:

1. Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs.
2. Meets the external requirements of the Commission on Higher Education, and applicable specialized accrediting organizations.
3. Provides addressing and resolving students' complaints, grade appeals, academic dishonesty appeals, faculty complaints and grievances, employee complaints against superior, other students, staff, where appropriate.
4. Ensures consistent and appropriate application of administrative rules within assigned academic areas, including overseeing faculty evaluation processes, hiring of faculty and staff, course schedule development, safety, facilities, equipment and software needs, and preparation of reports as required. Supervises and evaluates support staff and manages special projects and assignments. Participates in shared governance through service college wide.
5. Abides by the rules and regulation of DGDLFCI.

Job Relationship:

Reports to: The Vice President for Academic Affairs

Supervises: Faculty and Staff under the office

Qualifications:

1. **Education:** Master's Degree in Computer Science of Information Technology or Doctoral Degree (Preferably in Education or Administration).
2. **Experience:** At least three (3) years of administrative experience, preferably in the college level, at least three (3) years of successful teaching experience preferably in the college level.

HEAD, CAREGIVER DEPARTMENT

The Head of the Caregiver Course cares for the health and well-being of someone who needs help with daily tasks and activities. The Head of the Care Giver Course Emphasizes the training of aging loved ones due to or suffering from injury, mobility or memory issues, illnesses, or chronic conditions that make everyday chores more challenging.

The Head of the Care Giver Course provides training whether in-home care or appropriate specialized care.

Duties and Responsibilities:

1. Checks on senior one's health is an important caregiver responsibility. to help keep track medical appointments, manage medications and chronic conditions, or assess pain levels and to discuss and explain patients' health with the family doctor and with other health professionals regularly as desired by guardians.
2. Prepares a care plan that addresses to the trainee when he indulges in senior loved one's care needs and goals can be helpful your caregiving journey. The plan can help you determine the hours of care a day. To ensure his or her health and safety.
3. Assists basic needs such as eating, bathing, grooming, and toileting are difficult for patient - commonly referred to as "Activities of daily living," or ADLs - often checking - in often and paying attention to specific signs and changes to needs extra help.
4. Provides companionship and creates opportunities to strengthen bond and connection to aging people.
5. Helps in housekeeping elder need help with dishes, taking out the garbage, or vacuuming. If work, those to handle even with your help. Consider whether one would benefit

from the convenience and support of a senior living community.

6. Monitors medications older adults often take several prescription medications to treat chronic conditions. In this care it needs help keeping track of their medication list, understanding drug interactions, and taking prescribed dosages at the right time. This will help lower patients risk of overmedicating by creating reminder systems and monitoring his or her medications.
7. Review plan regularly to determine what's working, what's not, and what needs to be adapted. Keep in close contact with your loved one's doctor and other health professionals to discuss any change patients.
8. Prepares meals to make cooking safe. As a caregiver, help with grocery shopping, preparing meals or finding alternatives to ensure your patient gets proper nutrition.
9. Assists with transfer and mobility to avoid falls are a major risk to the health of older adults. As a caregiver, you take steps to help prevent falls and help one stay safe and comfortable.
10. Provides transportation, if possible, as patient ages public transportation or driving may no longer be safe

options. Look for senior transportation alternatives to get patient one to doctor's appointments and other activities.

Job Relationship:

Reports to: The Vice President for Academic Affairs

Supervises: Faculty and Staff under the office

Qualifications:

1. **Education:** Master's Degree in Nursing or Doctoral Degree (Preferably in Education or Administration).
2. **Experience:** At least three (3) years of administrative experience, preferably in the college level, at least three (3) years of successful teaching experience preferably in the college level.

BASIC EDUCATION DEPARTMENT

PRINCIPAL, SECONDARY DEPARTMENT

Under the direction of the Vice President for Academic Affairs, the High School Principal provides leadership for the instructional program, as well as coordinating the implementation, review, and revision of the curriculum and manages the operation and all functions of the grade 7 -12 secondary, Jr. and Senior High School. Supervises faculty regarding instruction, curriculum, and learners' programs, schedules and attendance

to seminars, meetings, if appropriate. Provides for the selection, supervision and evaluation of all faculty and staff in the department.

Duties and Responsibilities:

1. Assists the Foundation Colleges through the Vice President for Academic Affairs, College President on all matters concerning the Basic Education Department.
2. Acts as the chief executive officer of the BED.
3. Prepares the general school schedule, teachers and class programs, classroom activities and other curricular and co-curricular programs.
4. Informs the Vice- President for Academic Affairs about matters concerning the teaching vacancies and participates in the selection, orientation, scheduling and evaluation of faculty applicants.
5. Stimulates high quality of instruction through an intensive in- service training, orientation of faculty, supervision and evaluation of instruction.
6. Organizes, administers and improves the guidance program which involves counselors, club and homeroom advisers.
7. Organizes, administers and supervises curricular and co-curricular programs with the assistance of concerned faculty.

8. Establishes and maintains that type of discipline conducive to the development of worthwhile habit attitudes and skills necessary for a good Christian.
9. Evaluates, recommends qualified candidates for BED candidates for graduation.
10. Cooperates with the Supply Officer on matters like requisition, description, and inventory of supplies,
11. Supervises, manages the maintenance of BED classrooms, IT facilities, and the like.
12. Keeps the file records of faculty and staff, students, and parents.
13. Develops and maintains adequate program of publicity and public relation with faculty and staff, students, and parents and community.
14. Examines admission credentials of students and takes charge of enrollment.
15. Implements a faculty development program through enrolling graduate studies and attending seminars face to face, or online or virtual zoom meeting.
16. Submits to the Vice President for Academic Affairs, through channels, an annual report concerning the developments in the department and other reports as may be required from time to time.

Job Relationships:

Reports to : The Vice President for Academic Affairs

Supervises: The teachers and Personnel in the High School Department

Qualifications:

1. **Education:** Master's Degree in Education or Doctoral Degree (Preferably in Education or Administration).
2. **Experience:** At least three (3) years of administrative experience, preferably in the college level, at least three (3) years of successful teaching experience preferably in the high school level.

PRINCIPAL, ELEMENTARY DEPARTMENT

The Elementary School Principal is an experienced leader committed to furthering learners achievement, educational equity, and providing a safe and nurturing space to grow and learn. The principal places a high priority on collaboration, innovation and flexibility. He is culturally, instructionally and operationally competent and is able to use these strengths to serve all learners, faculty and staff in the department.

Duties and Responsibilities:

1. Informs the Vice President for academic Affairs through channels in the department of vacancies.
2. Participates in the Selection, scheduling, orientation and evaluation of faculty as well as all actions dealing with the tenures, salary, and professional welfare.
3. Prepares schedule of classes, teachers, and class programs and other reports required the elementary Department.
4. Formulates, implements and evaluates policies in the Elementary Department.
5. Provides leadership in the improvement/ enrichment of curriculum and guidance services in the elementary.
6. Provides safety rules in the halls, classrooms, grounds and immediate periphery of the elementary department.
7. Sees to it that the record and files of the faculty, staff, pupils, and parents, are kept with confidentiality.
8. Makes requisitions of school equipment and supplies and other facilities for the operation and maintenance of the elementary department.
9. Plans and carries out an effective program for publicity and marketing purposes.
10. Handles disciplinary problems in consultation with teachers and parents.

11. Promotes quality education through an effective program of in – service training; supervision and evaluation instruction.
12. Holds disciplinary problems in consultation with teachers and parents.
13. Encourages and coordinates pupils’ co – curricular and extra- curricular activities.
14. Manages the school plant and facilities and supervise their maintenance.
15. In some cases a faculty handles two subjects and serves as substitute for the teacher who requested for a leave

Job Relationships:

Reports to : The Vice President for Academic Affairs

Supervises: The teachers and Personnel in the Elementary School Department

Qualifications:

1. **Education:** Master’s Degree in Education or Doctoral Degree (Preferably in Education or Administration).
2. **Experience:** At least three (3) years of administrative experience, preferably in the college level, at least three (3) years of successful teaching experience preferably in the high school level.

HEAD, PRE-SCHOOL DEPARTMENT

The Pre School provides early childhood education and care for children from various socio-economic status and back ground in the years prior to their entry into Grade One (1) usually kids ages from 3 yrs. old to 4 yrs. old.

At Dr. Gloria D. Lacson Foundation, the Preschool Education provides an environment with trusted relationship between kids and adults. These relationships help the children feel safe and supported as they venture into new social situations.

By enrolling small kids to DGDLCI, young children will learn and feel important of being a preschool for the following reasons:

Duties and Responsibilities:

1. Creates foundational social and emotional growths

Pre - schooling in an excellent way for children to learn about social and moral values. Young children will be able to get an opportunity to develop emotional stability and understand how others feels, to think for himself, solve problems independently and socialize with other children.

2. Prepares for elementary school

Pre – schooling provides a child to be more prepared better than ever before. It helps young children understand rules and learns responsibility as they grow older. They cope with emotional and academic expectations in a classroom setting.

3. Learns to become independent

At DGDLCI kindergarten children practice being responsible, educate kids to wash their hands, store their personal belongings and return toys to proper places.

These activities make a big difference in their behavior. They understand the duty to do so and practice the same at home.

4. Introduces to a structured education

The DGDLCI offers an ideal environment for learning. Keeps the young children to get used to the formal education in case. The teacher is aware that parent's send their children to an early childhood education program is to equip them good performances when officially enrolled Grade I.

5. Develops cognitive and motor skills

Young children develop skills by engaging in activities like drawing, painting, and cutting with scissors, other art crafts are cognitive and physical. As they try new things, they ask questions too to build cognitive skills.

6. *Builds confidence and self – esteem*

In the classroom, children interact with classmates and teacher. This atmosphere gives young children sense of confidence to ask or voice their thoughts. Self – esteem brings out their innate talents as they stay in the classroom.

Job Relationships:

Reports to : The Vice President for Academic Affairs

Supervises: The teachers and Personnel in the Pre-School Department

Qualifications:

1. **Education:** Master's Degree in Education or Doctoral Degree (Preferably in Education or Administration).
2. **Experience:** At least three (3) years of administrative experience, preferably in the college level, at least three (3) years of successful teaching experience preferably in the high school level.

CHIEF, LIBRARIAN

The Chief Librarian directs resources toward the fulfillment of the organization's mission, values, and strategic priorities of DGDLFCI. The Chief Librarian bears responsibility in meeting budget targets, managing resources, and ensuring that services are provided in an efficient and effective manner.

Duties and Responsibilities:

1. Recommends to the President Policies, rules and regulations regarding the operation, utilization and maintenance of the school libraries and their improvement.
2. Maintains close relation with the school administration, faculty, students, alumni and various committees as those on curriculum development and research.
3. Prepares and submits the library budget in consultation with the Assistant for Finance and makes semestral reports to the president on income expense of the libraries.
4. Recommends the recruitment of library staff, appointment, promotion or separation of members of the library staff, and makes a monthly evaluation of their performance and makes semestral report to the Vice President for Academic Affairs.

5. Consults with the deans and faculty the textbook review for recommendations regarding purchase of library materials and equipment for the various libraries of DGDLFCI.
6. Evaluates the collections of the libraries, and makes plans for their improvement for consideration by the VPAA.
7. Cultivates possible sources of donation of books and other library materials.
8. Makes the library resources and services available to the users and provides assistance to readers by providing efficient handling and returning of books, answering reference questions, bringing new materials to the attention of the faculty and students, helping develop the reading habits and arousing interest in reading through book displays. Inviting book dealers and publisher to display their new books and lecture on specific subjects.
9. Participates in local and national library seminars and conferences and be active in professional organizations and professional growth.
10. Exercises leadership among his staff by:
 - a. Initiating and instituting a staff development program.
 - b. Recommending any promotion of library staff.

Job Relationship:

Reports to: The President thru Vice President for Academic Affairs

Supervises: Library Staff

Qualifications:

1. **Education:** Must have at least a Master of Arts in Library Science; a doctoral degree holder preferred.
2. **Experience:** Must have at least three years of experience working in a library.
3. Must be knowledgeable of all intricacies of library science.
4. Must have the complete confidence and trust of the President.

CHAIRMAN, OFFICE OF STUDENT AFFAIRS

Duties and Responsibilities:

1. Is responsible to the President on all matters concerning students' activities duly concurred by the VPAA.
2. Plans, implements, and evaluates programs and policies on students' affairs through consultation.
3. Cooperates with different department deans/heads on matters related to student welfare.

4. Coordinates with the organization and operation of all existing students' organizations, clubs, and societies authorized by the administration through their respective faculty advisers.
5. Coordinates with the publications office on matters involving student papers and other publications.
6. Collaborates with the guidance center on matters affecting students' guidance, counseling, teaching, placement and discipline.
7. Formulates, implements and evaluates programs of inter institutional activities involving the studentry.
8. Initiates programs to promote social, cultural, and recreational development of students.
9. Recommends for approval to the president the conduct of co-curricular and extra-curricular activities and supervises the same.
10. Encourages religious activities among student group/ organizations to ensure the inculcation of spiritual values.
11. Initiates orientation programs for freshmen and other convocations among student groups/organizations.
12. Serves as liaison between the students and their parents on one hand, and the students and the administration, on the other hand?

13. Provides encouragement and incentive to scholars to ensure the full development of their potentials.
14. Supervises either the operation or block departmental students' organizations through their advisers.
15. Safeguards the interest of the DGDLFCI against possible subversive elements in the studentry.
16. Renders annual (or occasional reports as required) to the President's office on the programs, activities, problems, and plans of student organizations.
17. Serves as advisers of the student coordinating board/ students council.
18. Renders such other functions/duties as may be assigned by the President.

Job Relationship:

Reports to: The Vice President for Academic Affairs

Coordinates with: All Deans and Department heads; and heads of the different student personnel services; and head of publication office.

Qualifications:

1. **Education:** Master of Arts in School Management or Guidance and Counseling, doctoral graduate preferred.

2. **Experience:** At least three years of successful teaching school management or guidance or counseling.

ADVISER, STUDENT ORGANIZATION

Duties and Responsibilities:

1. Is directly responsible to the dean of students affairs on all matters concerning student organizations.
2. Coordinates and screens student organizations and appraises thereof the Chairman of the Committee on student affairs and the College Dean concerned.
3. Attends to all problems of student organizations and appraises thereof the Chairman of the Committee on students Affairs and the College Dean concerned.
4. Submits a semestral report to the Chairman of the Committee on student affairs about the operation, programs and accomplishment of student organizations.

Job Relationship:

Reports to: The Chairman, Committee on Student Affairs

Supervises: All his advisory organizations.

Qualifications:

1. **Education:** Full time Faculty/staff of the Foundation Colleges with back ground on student activities.
2. **Experience:** Must have at least three years of successful teaching of the subject involved in the organization.
3. Recommended by the department concerned.
4. A person of sound judgement.

THE GUIDANCE COUNSELOR

Duties and Responsibilities:

1. Develops and implements a program of guidance services for faculty, staff and students and other problem preventive services, and ways to provide jobs and essentials of life experiences.
2. Supervises members of the guidance staff and coordinates guidance activities throughout the College.
3. Improves the individual's adjustment through inventory analysis or corrective measures.
4. Assists personnel officer in screening candidates for positions on the faculty and staff.
5. Submits an annual report to the president and to the VP For Academic Affairs covering the developments in his department.

Job Relationships:

Reports to: The Vice President for Academic Affairs

Supervises: College, Elementary, and High School, Guidance

Coordinators and Counselors

Coordinates with: Deans of the Different Colleges and other

Departments

Qualifications:

1. **Education and Training:** Master's Degree with a major in guidance; further training in related office.
2. Must have trust and confidence of the President because the position is highly confidential.
3. **Experience:** At least three years of successful teaching experience in the college level as well as background experience in the fields like business and industry, church work, employment services, vocation rehabilitation, and volunteer community service programs.

THE OFFICE SECRETARY

The secretary serves as the keeper of confidential records/matter pertaining to the college or department where he/she works.

Duties and Responsibilities:

1. Assists the office head in the overall planning of activities in the office where he works.
2. Composes and types letters, memoranda, notices, schedules, minutes and other materials as are necessary for the functioning of the office where he is assigned.
3. Keeps and orderly records of appointments for the head of the office and prepares reminders.
4. Receives all correspondence addressed to the head of the office and sees to it that they are properly received and answered.
5. Keeps an orderly and systematic filing system of all records in the office where he works.
6. Sees to it that the office head is properly informed of all developments in the Foundation Colleges through a system of checks and reports of all departments.
7. Prepares routinary internal and external correspondence.
8. Sees to it that records of minutes of meeting are safely kept/ and that all required materials and reports for meeting are prepared.
9. Screens and attends to all visitors in the office.

10. Performs other duties as may, from time to time, be assigned to him by the Foundation Colleges President or the Head of the office where he works.

Job Relationships:

Reports to: The Office Head

Supervises: Personnel Under Him

Qualifications:

1. **Education and Training:** College graduate with training in typewriting and filing; Preferably with knowledge of stenography; must have good knowledge of Filipino and English and must be able to compose correspondence.
2. **Experience:** At least two years of experience in secretarial work.

THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

The Vice President for Administration and Finance has two-fold function namely for Administration and Finance respectively. Both functions or concerns require careful judgement.

To be explicit to the nature of management of the Office found below are brief job description.

For the aspect of Administration, the Vice President oversees the administrative Team and operation of Dr. Gloria D. Lacson Foundation Colleges, Inc. together with the College President. The Vice President proposes to the President authority to set objectives and guidelines, establish budgets, gather and analyze data, coordinate in college officials, delegate task and develop strategies to optimize operation. The Vice President may also liaise with external and internal parties, maintain records, address issues and concerns in addition implementing Colleges Policies and regulations or creating new ones when necessary.

On the other hand, on the Finance aspect, the Vice President is mainly responsible for the development and directing the DGDLFCI analytical, financial plans and policies. Mainly, the Vice President reports accomplishment reports to optimize the growth of DGDLFCI by

understanding where the efficiencies and deficiencies exist to maximize/resolve the scalability throughout the year.

Ultimately, the Vice President oversees the Accounting Operations, Gathering and Analyzing Financial Data and preparing financial reports.

The Vice President works closely with the President to ensure the operation of DGDLFCI remains on track hitting the College's target goals. The Vice President for Administration and Finance has two-fold function the Administrative Services and Financial Services.

Under the Administrative Service sub-offices work with him; the Human Resource Management Office, Procurement, Property Custodian and IT System Management.

HUMAN RESOURCE MANAGEMENT OFFICE

The Human Resource Management Office is headed by the Human Resource Officer who leads and directs the routinary hiring, interviewing staff, administering pay, benefits and leave. Foremost, the HRMO enforces DGDLFCI policies and practices.

Duties and Responsibilities:

1. Partners with the leadership team to understand and execute the organization's human resource and talent strategy

particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.

2. Provides support and guidance to HR generalists, management, and other staff when complex, specialized, and sensitive questions and issues arise may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
3. Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
4. Analyzes trends in compensation and benefits; researchers and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
5. Creates learning and development programs and initiatives that provide internal development opportunities for employees.
6. Oversees employee disciplinary meetings, terminations, and investigations.

7. Maintains compliance with government and private employment laws and regulations, and to recommend best practices; reviews policies and practices to maintain compliance.
8. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
9. Perform other duties as assigned.

COLLEGE PHYSICIAN

Duties and Responsibilities:

1. Makes himself available for medical consultations and treatment to all students, faculty and staff members during school hours;
2. Conducts once a year a complete physical and medical examination of students, faculty, and staff members and periodic check-up individuals, advisable or necessary;
3. Administers dispensary treatment of skin diseases and gives free medicines and multi-vitamins for other ailments that will not require hospitalization or confinement;
4. Attends to the emergency treatment of students who meet accidents in the school campus during school hours;

5. Recommends to teachers, students and parents measures to attain good health;
6. Makes referrals to proper agencies;
7. Administers regular prophylactic immunization to students, faculty and staff members against communicable diseases;
8. Gives health lectures to students with the help of other health agencies;
9. Supervises the maintenance of the sanitary condition of the foundation and its premises and makes monthly reports with recommendations to the Foundation Colleges President;
10. Supervises the school with respect to health and sanitation;
11. Supervises all medical and dental services;
12. Submits to the President noteworthy development program in his department.

Job Relationship:

Reports to: The Foundation Colleges President

Supervises: The School Nurse, Dentist and Family Planning Officer

Qualifications:

1. Education and Training: A licensed Medical Doctor; member of the “Philippine Medical Association” for advancement in Medicinal knowledge.
2. Experience: Two (2) year of noteworthy experience in dental work.

COLLEGE DENTIST

Duties and Responsibilities:

1. Makes himself available to students, faculty, and staff members during school hours for dental consultation;
2. Conducts at least an annual complete dental check-up of all students, faculty, and staff members;
3. Recommends to teachers, students, and parents measures on good dental care;
4. Makes referral to proper agencies;
5. Keeps records and prepares reports of examinations a treatment;
6. Submits to the Foundation Colleges President a report of accomplishments.

Job Relationships:

Reports to: The School Physician

Supervises: Clinical Dental Aides

Qualifications:

1. Education and Training: Holders of a Degree in Dental Medicine; member of the “Philippine Dental Society” for advancement in dental knowledge.
2. Experience: Two (2) years of noteworthy experience in dental work.

COLLEGE NURSE

Duties and Responsibilities:

1. Identifies patients’ care requirements, focus on their needs and act on them.
2. Nurtures a compassionate environment by providing psychological support.
3. Resolves or report on patients’ needs or problems.
4. Prepares patients for examinations and perform routing diagnostic checks (monitor pulse, blood pressure and temperature, provide drugs and injections etc.)

5. Monitors and record patients' condition and document provided care services.
6. Treats medical emergencies.
7. Administers workloads
8. Follows care regulations and standards
9. Works within and cooperate with a multidisciplinary team.

Job Relationships:

Reports to: The School Physician

Supervises: Student Patients

Qualifications:

1. Education and Training: Holder of a Degree in Nursing
2. Experience: Two (2) years of relevant experience

PROCUREMENT PERSONNEL

Under the office of the Human Resource Management is the Procurement Officer who is responsible for strategizing to find cost effective deals and suppliers. The main duty is to discover the best way to cut procurement expenses in order for the DGDLFCI could invest in growth and human resources.

Duties and Responsibilities:

1. Devises and uses fruitful sourcing strategies.
2. Discovers profitable suppliers and initiate business and organization partnerships.
3. Negotiates with external vendors to secure advantageous terms.
4. Approves the ordering of necessary goods and services.
5. Finalizes purchase details of orders and deliveries.
6. Examines and test existing contracts.
7. Tracks and reports key functional metrics to reduce expenses and improve effectiveness.
8. Collaborates with key persons to ensure clarity of the specifications and expectations of the company.
9. Foresees alterations in the comparative negotiating ability of suppliers and clients.
10. Expects unfavorable events through analysis of data and prepare control strategies.
11. Performs risk management for supply contracts and agreements.
12. Controls spend and build a culture of long-term saving procurement costs.

PROPERTY CUSTODIAN

This employee has to place property tags on equipment, provide the location of assets, enter information in inventory system and manage different departments and offices.

Furthermore, additional work includes informing the Board of Trustees of updates, reporting stolen and missing property, data entry, paper work and exercising reasonable care for equipment security.

The Property Custodian must also confirm the condition of equipment from time to time, must ensure that equipment is used for its intended purpose and renewed surplus equipment.

In general, the Property Custodian is accountable for all the equipment of DGDLFCI at all times.

Duties and Responsibilities:

1. Manages the safekeeping of all Foundation Colleges properties by keeping an up-to-date record of allocation, renovation, replacements, repair, and condition of usability of all property of the Foundation and gives the President a monthly report on the same.

2. Conducts a regular check and inventory of all movable property of the Foundation and provides a system by which they are properly identified, located and safely kept.
 3. Responsible for the proper allocation of the Foundation Colleges properties and makes recommendation to the Foundation Colleges President on the same.
 4. Supervises all employees assigned to this office and makes a monthly appraisal of their performance.
 5. Sees to it that all equipment used by the various offices are properly receipted and identified.
 6. Performs such other duties and responsibilities related to his office as shall be assigned to him from time to time.
- Directly responsible to the Foundation College President

Job Relationships:

Reports to: The Foundation College President

Supervises: Employees assigned to his office

Coordinates with: Different Deans/ Section Chiefs

Qualifications:

1. Education and Training: Holder of a Bachelor's Degree
2. Experience: Two years of employment at the Dr. Gloria D. Lacson Foundation Colleges, Inc. Must have the complete trust and confidence of the Foundation President.

IT SYSTEM MANAGEMENT OFFICE

This Office is headed by an Information Technology Specialist who is responsible for the effective operation of information technology (IT) services and support across Dr. Gloria D. Lacson Foundation Colleges Inc. The Information Technology Specialist serves as a technical expert for the development, implementation, management, and support of systems and networks. The IT specialist plans and carries out exciting, complex assignments and develops new methods and approaches in a wide variety of IT specialties. He/She evaluates new and enhanced approaches to deliver IT services; test and optimize the functionality of systems, networks, and data; and define technical requirements. The Information Technology Specialist is responsible for providing various forms of computer-related technical assistance and improving the efficiency of the work of the staff through the use of technology.

Duties and Responsibilities:

1. Responsible for maintenance and backup of internal development servers.
2. Responsible for maintaining telecommunication and web systems.
3. Supports of legacy desktops, laptops and servers.

4. Evaluates new hardware and software to meet company requirements.
5. Maintains inventory of internal licenses and track compliance.
6. Designs and generate reports as requested.
7. Establishes procedures to ensure the readiness, quality, and accuracy of websites and online platforms, providing guidance and training to staff.
8. Provides technical advice and assistance to office staff needed.
9. Coordinates with the Information Services department on IT related issues.
10. Assists other staff in special events and activities as required.
11. Monitors or optimizes the performance, security, backup, and recovery of the database.
12. Develops policies and procedures concerning the database: data entry and sharing information with others.
13. Establishes procedures to ensure the readiness, quality, and accuracy of websites, providing guidance and training to staff.
14. Uses available technology to promote the website and gather statistical information for analysis.

15. Assists other staff in special events and activities as requested.
16. Plans, develops, and manages all IT services, programs, and support throughout the enterprise.
17. Provides internal IT support (server security, software updates, hardware maintenance, etc.)

THE SECRETARY OF EACH OF THE FOUNDATION COLLEGES

The secretary serves as the keeper of confidential records/matters pertaining to the college or department where he works.

Duties and Responsibilities:

1. Assists the office head in the overall planning of activities in the office where he/she works.
2. Composes and types letters, memoranda, notices, schedules, minutes and other materials as are necessary for the functioning of the office where he is assigned.
3. Keeps an orderly record of appointments for the head of the office and prepares reminders.
4. Receives all correspondence addressed to the head of the office and sees to it that they are properly received and answered.

5. Keeps an orderly and systematic filing system of all records in the office where he works.
6. Sees to it that the office head is properly informed of all developments in the Foundation Colleges through a system of checks and reports of all departments.
7. Prepares routinary internal and external correspondence.
8. Sees to it that records of minutes of meetings are safely kept/ and that all required materials and reports for meetings are prepared.
9. Screens and attends to all visitors in the office.
10. Performs other duties as may, from time to time be assigned to him by the Foundation Colleges President or the head of the office where he/she works.

Job Relationships:

Reports to: The Office Head

Qualifications:

1. Education and Training: College graduate with training in typewriting and filing; Preferably with knowledge of stenography; Must have good knowledge of Filipino and English and must be able to compose correspondence.
2. Experience: At least two years of experience in secretarial work.

FINANCIAL SERVICES

The Financial Services under the Office of the Vice President for Administration and Finance manages and further develops all aspects of the colleges' day to day financial operation. The unit also provides the information advises and guidance on matters related to finance.

The focus but not limited to accounting collection and disbursement, includes business venture and technology Engineering Services/General Services.

Each Section has its sphere of function and day to day operation.

Holder Disbursement Section includes.

THE CHIEF ACCOUNTANT

Duties and Responsibilities:

1. Assists in preparation of the Foundation Colleges budget;
2. Sees to it that the receipts and expenditures of the Foundation are properly recorded in standard approved forms;
3. Takes care of financial reports of the Foundation Colleges;
4. Prepares the necessary payment of dues of the Foundations to the government;
5. Attends meetings involving finance; and

6. Submits to the Foundation Colleges President a monthly, quarterly, and annual report.

Job Relationships:

Reports to: The Foundation Colleges President

Supervises: Payroll Clerk, Bookkeeper, Ledger Check

THE TREASURER

The Treasurer custodian of all money, securities and values of institution which come into his possession.

Duties and Responsibilities:

1. Manages and supervises the Business Office including orientation of personnel, implementation of financial policies, and other similar responsibilities.
2. Assists in the Preparation of the Foundation Colleges budget;
3. Prepares and analyzes financial statements based on trial balance prepared by the bookkeeper from time to time;
4. Authorizes purchases of needed equipment and supplies in accordance with the budget and the availability of funds;
5. Decides matters pertaining to financial problems of students, staff and faculty, in consultation with the

President and the Assistants for Administration and Finance;

6. Coordinates with the Director of the Research and Development Office and the Vice-President for External Affairs in matters of fund raising;
7. Takes custody of all money, properties, corporate papers, titles, documents and other things of similar imports;
8. Sign checks, documents, and etc.;
9. Advises the Foundation Colleges President monthly or regularly on the status of fund level available for the operations of the Foundation Colleges for its investments, and for its development, programs and makes recommendations necessary to implement the same; and
10. Advises the Foundation Colleges President sufficiently in advance, of the need for additional fund servicing, and make recommendations on the matter.

Job Relationships:

Reports to: The Foundation Colleges President

Supervises: Cashiers/Tellers for the Different Departments

Holds highly confidential position

Qualifications:

1. Education and Training: Business-Administration graduate with Major in Accounting and preferably Certified Public Accountant;
2. Experience: Must have at least two (2) years of experience in business office of the Foundation Colleges.
3. Must have the complete trust and confidence of the Board of Trustees and the Foundation Colleges President; and the Foundation Colleges President; and
4. Must have utmost integrity and honesty.

THE CASHIER

The Cashier is the designated custodian of the petty cash fund. He/She takes charge of documents pertaining to petty cash fund covering small or petty expenses below ₱300.00.

Duties and Responsibilities:

1. Manages the petty cash fund of the Foundation Colleges;
2. Disburses cash for petty cash or small expenses of no more than ₱300.00 covered by petty cash voucher approved by the President;
3. Keeps a record of all the expenses paid out of the petty cash fund;

4. Secures replenishment of the petty cash fund wherever necessary;
5. Prepares an abstract of the expenses supported by the paid petty cash vouchers in securing replenishment;
6. Keeps records of unliquidated cash advances take from the petty cash funds;
7. Prepares a daily petty cash fund position report.
8. Pays the allowances of Student Assistant, ESP scholars, Rest Day and Overtime pay of faculty and staff.
9. Deposits money in the bank;
10. Receives and counts all money collected by the tellers; and
11. Performs other related functions which from time to time may be assigned to him by the Treasurer or the President.

Job Relationships:

Reports to: The Foundation Colleges Treasurer

Supervises: Tellers

Coordinates with: The Chief Accountant

Holds a confidential position.

Qualifications:

1. Education and Training: Bachelor's Degree in Commerce or its equivalent; preferably with major in accounting.
2. Experience: At least one (1) year of experience in business office holding a position similar or equivalent to that of a cashier. Must have the complete trust and confidence of the Foundation Colleges President.

THE BOOKKEEPER

The book keeper records day to day transactions in the book of original entry. Post transaction in the subsidiary ledger of students and other related accounts and takes care of the book of account (book of original entry) and subsidiary ledger;

Duties and Responsibilities:

1. Receives paid vouchers forwarded by the Treasurer's Office.
2. Receives abstracts of receipts forwarded by the Treasurer's Office;
3. Checks entries in every check voucher;
4. Prepares T-accounts for entries in the abstract of the Cash Receipts;
5. Records in the Cash Receipts Books based on the Abstract of Cash Receipts;

6. Records paid vouchers and checks issued based on the Treasurer's Report in the Cash Disbursement Books;
7. Checks, Security Guards/SA Guard, and Laborer's Daily Time Record;
8. Computes overtime, rest day, and substitute pay of Security Guards;
9. Verifies computation and entries/supporting papers in the vouchers;
10. Checks the entries in the payroll and abstract of Net Pay;
11. Prepares reports on cash advances based on Cash Receipts and Cash Disbursement Book;
12. Prepares summary report of entries in the Cash Receipts and Cash Disbursement Book;
13. Updates Subsidiary Ledger on rental income;
14. Prepares Debit Memo to all concerned.
15. Prepares the following schedule:
 - a. Furniture and Fixtures
 - b. Donations based on Abstract of Cash Receipts and Cash Disbursement Book;
 - c. Taxes and Licenses;
 - d. Equipment Repair and Maintenance
 - e. Miscellaneous Expenses; and
 - f. Construction in Progress.

16. Prepares various schedules as required by the accountant;
17. Adds all expenses based on Cash Receipt Books or per month; and
18. Performs other functions which from time to time may be assigned to him by the College Foundation Colleges President'

Qualifications:

1. Education: Must be at least a Certified Public Accountant;
2. Experience: Must have at least three years of experience in auditing
3. Must have the complete trust and confidence of the Foundation Colleges President.

BUSINESS VENTURE

Business Venture is an undertaking that involves chance or risk. It is a speculative business enterprise performed by a Venture Capitalist designated by the College President. The Venture Capitalist performs due diligence on potential business investments. Most Venture Capitalist, if ever hired/assigned by the President must search through records, financial statements, ask questions and talk to people at all levels. He/She

performs these tasks to formulate an informed opinion as to whether a business shows enough potential profitability to warrant investing.

Under limited supervision, the Business Venture unit provide leadership, overall supervision, and technical expertise for the Technological and General Service Division.

Technical & Engineering Services/ General Services

This division oversees the development, inspections and enforcement of the standards by which materials are procured, stored, accounted for, issues, maintained and repaired.

Duties and Responsibilities:

1. Sees to it that the buildings and grounds are properly kept, maintained and cleaned and makes a monthly report with recommendations to the Foundation Colleges President;
2. Supervises the orderly use of areas which are officially designated for specific functions;
3. Attends to all physical accommodations for duly approved activities held within the school campus;
4. Sees to it that all Foundation property, building and grounds and facilities are properly kept, maintained and used;
5. Supervises he authorized distribution of all accountable property;

6. Supervises or authorizes distribution of all accountable property;
7. Attends to all authorized renovations, demolitions, and/or additions to existing structures, unless otherwise delegated;
8. Conducts periodic survey of the physical conditions of all property and the environs of the Foundation Colleges and make the needed reports and recommendations to the Foundation Colleges President;
9. Act as representative of the Foundation to external agencies on matters pertaining to his functions;
10. Supervises the performance of all employees of the Foundation as shall be officially assigned to his office and makes a report on their performance and recommendations as to retention dismissal, promotion or transfer or other actions to the Foundation Colleges President;
11. Submits to the Foundation Colleges President an annual report covering the developments in his office or any other reports which may be required of him from time to time;
12. Directly responsible to the Foundation Colleges President; and
13. Performs such other duties as shall be delegated to him from time to time.

Job Relationships:

Reports to: The College President

Supervises: Janitors, Carpenters, Gardeners, Laborers

Holds a confidential position

Qualifications:

1. Education and Training: Bachelor's Degree preferably in Civil Engineering or in Industrial Education with units in Administration and Supervision and must have a working knowledge of physical aspects of the job such as electrical installation, plumbing, landscaping, and general maintenance.
2. Experience: Two (2) years of related work experience preferably in an educational institution. Must have the full trust, and confidence of the Foundation Colleges President.

MOTORPOOL HEAD

Duties and Responsibilities:

1. Coordinates with the Foundation Colleges President in matters related to transportation facilities, drivers, mechanics and repairs;
2. Takes charge of the maintenance of all Foundation Colleges vehicles and makes a monthly report on their status and

makes recommendations to the Foundation Colleges President; and

3. Dispatches buses and other transportation facilities of the Foundation Colleges, makes a report on the facilities on the performance of his personnel and recommends their promotions, reassignments, or dismissal to the Foundation Colleges President.

Job Relationships:

Reports to: Foundation Colleges President

Supervises: Mechanic, Drivers, & Workers in the unit

Holds a highly confidential position

Coordinates with: The Office of the President

Qualifications:

1. Education and Training: College Graduate; Must show potential for planning, improving, and maintaining transportation facilities;
2. Experience: One year of experience in Machinery. Must have the complete trust of the Foundation Colleges President.

3. He must be in the complete trust and confidence of the Foundation Colleges President.

DISASTER, RISK REDUCTION AND MANAGEMENT UNIT

A Disaster, Risk Reduction and Management office at Dr. Gloria D. Lacson Foundation Colleges Inc. is aware of DRRM activities consistent with the NDRRMC's standards and guidelines. Further, DRRM offices designs and coordinates DRRM activities and guidelines. DRRM offices designed and the coordinates DRRM activities with the LDRRMC (Local Disaster Risk Reduction Management Unit)

Duties and Responsibilities:

1. Is responsible for the organization and conduct of training, orientation and knowledge management activities on DRRM at the local level i.e., CDRRMO personnel, LGU, Barangays, School, NGO, NGAs among others.
2. Is responsible for the organization, training, equipping and supervising the local emergency response teams and the accredited community disaster volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed.

3. Is responsible for the conduct of training to the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness.
4. Prepares/updates the Annual Training and Development Plan
5. Develops and submit monthly unit report.
6. Provides logistical support to the Administration and Public Information Unit.
7. Leads, manage and implement fire auxiliary services activities.
8. Develops/reviews/ensures the timely submission of unit report and other related documents.
9. Conducts and evaluates drills and other simulation exercises.
10. Recommends training activities for the fire auxiliary services team.
11. Recommends procurement of fire auxiliary services tools/equipment to the Operations and Warning Chief.
12. Performs other duties and responsibilities as may be assigned from time to time.

Qualifications:

1. Education: Bachelor's Degree relevant to the Job
2. Experience: 1 year of relevant experience

ALUMNI RELATIONS OFFICER

Duties and Responsibilities:

1. Coordinates with the DGDLCI Alumni Association on matters relative to progress and projects supportive of the Foundation Colleges;
2. Plans and coordinates with the DGDLCI Alumni Association for an intensive and extensive campaign for the enhancement of better alumni-school relationship and mutual benefits.
3. Sees to it that alumni home-coming are properly coordinated and conducted;
4. Keeps an accurate record of alumni members and alumni activities and updated directory;
5. Submits an annual report to the President and recommends measures to improve alumni welfare support for the Foundation Colleges; and
6. Sits with the DGDLCI Alumni Association as member of its Board of Directors.

Job Relationships:

Reports to: The President

Supervises: Office Staff, Alumni Association

Coordinates with: Deans/Departments Heads

Holds a highly confidential position.

Qualifications:

1. Education: Must be a college graduate with at least two years of supervisory experience;
2. Experience: Must have shown potentials for planning, coordinating and implementing projects and programs;
3. Must have shown potentials for planning, coordinating, and implementing projects and programs;
4. Must have the complete trust and confidence of the foundation Colleges President.

POLICIES

HIRING OF PERSONNEL

A. Creation of New Position

Policy

Creation of new position must be endorsed or recommend-by the President and duly approved by the Board of Trustees.

Guidelines

All requests by Deans/Directors for the establishment of positions (regular, contractual, or part-time) shall be coursed through the Personnel Office.

The Personnel, upon evaluation, will recommend to the President the creation of a new position for his and the Board of Trustee's approval.

B. Recruitment

Policy

- a. Recruitment may be done internally or externally.

C. Selection of Applicants

(The guidelines for selection of applicants shall also apply here)

Selection/Appointment of Applicants

Policy

Selections and appointment of an applicant for employment shall base primarily upon the educational qualifications, experience, physical fitness, moral character, aptitude and skill for the work.

Guidelines:

STEP 1 – Pre-Employment/Screening requirements of Personnel

- a. Applicant Letter
- b. Personal Data Sheet (PDS)
- c. 3pcs. ID Pictures
- d. Qualifying Examination
- e. Reference from at least three persons in the community.
- f. Background Investigation
- g. Recommendation from previous employer
- h. Clearance from Police Department, and Barangay Captain of the place where applicants reside.

STEP 2 – Pre-Employment Procedures

1. Applicant's letter is addressed to the DGDLFCI President.
2. Application is then endorsed by the President to the Dean/Department Head concerned for the preliminary interview.
3. Applicants who pass the preliminary interview are endorsed to the Screening Committee for final interview.
4. An interview is then set by the Screening Committee.
5. Results of the interview by the Screening Committee are endorsed to the advisory Council for deliberation.

6. Applicants who have passed the interview are recommended by the Advisory Council for approval by the President.
7. Sensitive positions such as Deans, Department Heads, Professional Level, and Executive position must be presented to the Board of Trustees for approval.
8. Approved applications are sent to the Personnel officer or any designated official.
9. Successful applicants are given notice by the Personnel office/designated official.
10. The Dean's office concerned is noticed of the successful applicants.

STEP 3 – Employment Requirements: Upon Admission the following must be submitted:

- a. Medical Clearance from the DGDLFCI physician including the laboratory result, ECG and X-Ray filed and issued by recognized physician in the community.
- b. 3 authenticated Photocopy of the following:
 1. Transcript of Record and Diploma
 2. Bar and Board ratings and/or Civil Service eligibilities
 3. Service Records
 4. Professional Certificates/Certification of Seminars/conference etc. attended.

5. Certificates/Certification of productive scholarship consisting of the following if any:
 - c. Books/Articles written, including researchers and studies of scholarly values.
 - d. Speaking Engagements
 - e. Honor/awards/distinctions received from national professional organizations or associations.

Tax Account No. and SSS Number

STEP 4 – Employment Procedure

1. New Applicants

- a. An applicant whose application has been approved by the President is required to submit the employment requirements enumerated in Step 3.
- b. He/She reports to the Dean/Section Chief concerned for load assignments and BCS for final ranking.
- c. Approved BCS Computation for Appointment is then forwarded to the Personnel Office/Designated Official.
- d. The Personnel Office submits copies of BCS ranking and appointment to the Dean/Section Chief concerned and Accounting Office.

2. Change of Employment Status: Part-Time Teaching to Full-Time Teaching or Vice-Versa. Staff to Teaching personnel or vice-versa.
 - a. The faculty/staff expresses his request in writing duly notarized for a change of status to his Dean/Section Chief as the case may be.
 - b. The Dean/Section, Chief, after careful evaluation recommends said request to the President's Office. Evaluation is supported with the latest performance evaluation of the said faculty/staff.
 - c. The President's Office then forwards the request to the screening Committee for interview except of part-time to full-time or vice-versa.
 - d. An interview is set by the Screening Committee.
 - e. Result of the interview is endorsed for approval.

In recruiting personnel, the college shall be guided by the following criteria:

For Teaching Personnel

- a. Education and Training
- b. Experience
- c. Scholastic achievements
- d. Health and Physical Fitness
- e. Instructional skills
(Demonstration if needed)
- f. Appearance and Personality
- g. Good Moral Character and Spiritually
- h. Communication Proficiency, and such other criteria that may be deemed necessary
- i. Evidence of scholarly performance
(Researches, Awards, Certifications)

For Administrative Non-Teaching Personnel

- a. Educational Qualifications
- b. Skills
- c. Experience
- d. Health and Physical Fitness
- e. Personality
- f. Good Moral Character and Spirituality
- g. Aptitude and Adaptability
- h. Other criteria that may be deemed necessary

3. Hiring of College Administrators and Staff as Part-Time Teachers

- a. College Administrators and Staff may be hired as Part-Time Teachers.

- b. Teaching loads shall be outside office hours.
- c. The maximum teaching load not exceed nine units.
- d. Teaching within office hours when exigency requires and upon approval of the President.

PERSONNEL STATUS

A. Probationary period is three (3) years

An employee on probation is expected to:

- A. Consider the period of is employment as strictly temporary, the said period to end upon the expiry date of the contract, in which case the employee-employer relationship shall automatically be considered as terminated; and
- B. Finish the term of his appointment unless the Foundation Colleges terminates the contract before the expiry date; in which case emoluments called for by the contract are paid in full. However, if the termination before expiry date is for a cause, the emoluments corresponding to the unserved portion of the contract shall not be paid.

An employee on probation will be notified of the DGDLFCI's decision at least 30 days before the expiration of his current contract.

B. Permanency

1. Before the end of the probationary period of the employee the Dean/Director/Head shall make a recommendation for proper channels.
2. The President issues permanent status appointment to those qualified.
3. A permanent employee who resigned or was separated may be rehired if there is a need and will be considered a new applicant.

C. Transfer of Employees

Policy

An employee may be transferred from one office/unit to another when the exigencies of the service so require. In such a case, the transfer of the employee from one office to another shall result in no diminution of salary or lowering of position.

Definition

A transfer is the movement of an employee from one job to another, requiring approximately the same degree of skills, duties and responsibilities, with no change in pay.

Guidelines

- a. Before any transfer is affected, the employee concerned should be formally notified by his/her supervisor. It shall be understood that no transfer shall be affected without proper understanding among the heads of office and the personnel involved. In case no agreement is reached; it becomes a grievance.
- b. Should there be a request for transfer by the employee, the two offices concerned should be formally notified, and the heads of the offices concerned should come to an agreement on the employee's request for transfer. If the request for transfer is opposed by the incumbent supervisor, the employee concerned may seek consideration from his supervisor.
- c. Transfer should be dependent upon the vacancies or needs of the offices concerned.

D. Promotion of Employees

Policy

Qualified and deserving employees are given preference in promotion to higher position whenever vacancies occur.

Definition

A promotion consists of a movement of an employee from position of a lower level to a higher one. This involves increased responsibilities and duties and normally carries higher pay and status.

Guidelines

- a. The unit head reviews and recommends personnel for promotion to the Immediate Supervisor.
- b. All papers justifying the promotion of the personnel shall be forwarded to the Personnel Office.
- c. The Personnel Officer endorses his recommendation to the President for approval.
- d. All promotions outside of the present job range will be based on annual performance evaluation review, educational, qualification, experience related to the job, professional growth and other factors.
- e. Promotions within the same job range shall be based on the annual performance review and seniority.

- f. Before an employee qualifies for promotion, he/she must have at least one year residence as a regular employee in the Dr. Gloria D. Lacson Foundation Colleges, Inc.

E. Performance Evaluation

Policy

A yearly review of employee's performance shall be undertaken for the purpose of maintaining a satisfactory standard of service for each employee's particular job. The result of this yearly interview of performance shall be used to determine promotion, merit increase, placement, reduction in force, separation, and determination of the requirements for training programs and personnel development.

Guidelines

- a. Responsibility for Review

Department Heads shall be directly responsible for the personnel performance review of their respective departments.

- b. The rating and review process

- The employee shall be rated by the immediate supervisor and next higher supervisor.
- The results of the evaluation will be discussed between the two to provide an occasion to point out for the employee concerned to know his rating. If the latter feels that he has not been fairly rated he may appeal his case to the Faculty and Staff promotion review Board.
- The office of the Personnel Services takes charge of the Administration of the Performance Evaluation Instruments.
- The results of the employee's performance review will be filed at the Personnel/General Services Office.

GUIDELINES FOR PROFESSORIAL CHAIR AWARD

Dr. Gloria D. Lacson Foundation Colleges, Inc. (DGDLFCI) acknowledges its continuing need for highly qualified and competent faculty researchers as per DGDLFCI Memorandum Circular No. 09 s. 2015. A Professorial Chair is a vital tool to maintain and build upon the College's pursuit of excellence in teaching research. With the current realities of limited funding, DGDLFCI must actively seek support from

the benefactors to endow a Professorial Chair either in part or in perpetuity. Through this endowment program it hopes to remain competitive. Specifically, the Professorial Chair Program seeks to encourage faculty members to engage in scholarly research endeavor, stimulate scholarship and professionalism among the faculty; and provide financial support for research undertakings of faculty members.

Thereby DGDLFCI Board Resolution No.5 s. 2018 stipulates creating the Dr. Gloria D. Lacson Professorial Chair in recognition of academic abilities and accomplishment in higher education and allocating ₱100,000.00 as initial cash amount to be given to full time faculty of the college who qualify according to approved criteria for 2019-2020. The following guidelines shall be used in the selection of Professorial Chair Occupants and shall cover all established Professorial Chairs in the College. All Professorial Chairs are research based. The sole basis of the award is merit.

Minimum Qualifications

To qualify for the Professorial Chair Award, the faculty member must:

- Hold an academic rank of not lower than Associate Professor;
- Have presented a research paper in his/her field of specialization in a national or international conference within the last three years prior to the award;

- Have published a research paper, either as sole or co-author, in an international journal or national journal, preferably a CHED accredited journal, within the last three years prior to the award; and
- Have contributed to scholarship, research and development of the College and distinguished himself in the discipline he represents.

Requirements for Professorial Award

Professorial Chair may be named after an individual, organization, a business in the following circumstances:

- Completed research in the prescribed format (the research output should have never been published nor presented in any forum) where he excelled in a discipline or research area;
- Curriculum Vitae;
- Documents to support claims;
- Where a donor offers funding for the establishment of a Professorial Chair, the Chair may be named in honor of the person/organization or business who has contributed at a high level to the development of the College.

Privileges of the Professorial Chair Occupant

The Professorial Chair Occupant shall:

- Receive a lump sum amount of fifty thousand pesos (₱50,000.00) upon conferment of the award.
- Receive a subsidy from the college for paper presentation in an international conference in accordance with existing guidelines.
- Be entitled to all incentives for paper presentation and publication in accordance with pertinent provisions of the College Research Manual.

Responsibilities of the Professorial Chair Occupant

The Professorial Chair Occupant must:

- Present his/her research before the DGDLFCI Academic Community at a facilitated Lecture Series for a Professorial Chairs during the year of award;
- Present (oral) his/her research in a national or international conference within two years after conferment of the award;
- Publish his/her research in an international journal or CHED accredited journal within two years after conferment of the award;
- Submit a printed and an electronic copy of his/her research in the prescribed format to the College Research Office, College where the Chair Occupant belongs, and the College Library;

- Comply with the above requirements to maintain his/her good standing in the academic community and continue to be entitled to all incentives and privileges pertaining to research.

Responsibilities of DGDLFCI

DGDLFCI shall:

- Release the full amount of the grant to the awardee upon conferment of the award;
- Organize a Lecture Series for Professional Chairs for presentation of the researches of the awardees through the College Research Office;
- Work for the copyright of the paper or creative/innovative work through the Intellectual Property Office of the College.

Evaluation of Research Paper

- Candidate shall be evaluated based on his/her written paper following the criteria for evaluation of researches as stipulated in the Research Manual.
- Evaluation of research papers shall be done by the Committee on Professorial Chair which shall be further expanded for this purpose to include a Representative from DGDLFCI Faculty Association, a

specialist in the discipline, and two (2) reviewers not connected with DGDLFCI.

SABBATICAL LEAVE

Definition:

The Sabbatical Leave is a break from work during which an employee could pursue his/her interest, writing, research or travelling. During the time, the employee is still employed in the school but he/she doesn't need to perform his/her normal job/duties in the school or report to work. This leave is granted to a faculty or staff, personnel/employee after he/she has completed a certain number of years in service, usually more than five years.

This practice is common in educational institution, for example a professor may apply for a sabbatical leave for semester or two to teach as a lecturer in a prestigious foreign institution or to do research in field of specialization.

Benefits:

The benefits of a Sabbatical Leave are clear to the faculty of the benefits, the employee is stress off of his/her usual work in the school, he/she is more focused to his/her professional work.

School Administrators also benefit from this leave. When a faculty comes back, he/she is more rejuvenated to return to work with new skills, energy and motivation to work. The faculty develops skill both personal and professional.

Sabbatical Leave Policy

The sabbatical leave is separate and distinct from other kinds of leave. The length of Sabbatical Leave varies according to the institution. It may be granted to a faculty who has rendered at least five years.

- A faculty who qualifies must file a request in advance.
- This will study and consider the request and approve

Handbooks on File

1. Faculty Handbook
2. Student Handbook
3. Student Handbook for Nursing
4. Graduate Student Handbook
5. Registrar's Handbook
6. Office Secretaries Handbook
7. Secondary Department Handbook
8. Elementary Department Handbook

