

COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY
Department of Agricultural and Food Engineering

TERMS OF REFERENCE

Department Secretary

Responsibilities

- Facilitate document safekeeping and organization;
- Assist the chair in the creation of class schedule and room utilization;
- Documentation of meeting in minutes and photograph;
- Retrieval and organization of documents from faculty members;
- Update bulletin boards and other postings in both paper and digital format;
- Assist faculty members in the preparation of documents such as forms, letters, reports and presentations;
- Assist the MIS Coordinator in the preparation of accomplishment reports;

MIS Coordinator

Responsibilities

- Documentation of events held by the department, both faculties and students;
- Update bulletin boards and other postings in both paper and digital format;
- Preparation of department accomplishment reports