Republic of the Philippines
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Indang, Cavite

COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

COLLEGE DEAN

1. Take charge of the planning, development and supervision of the college;
2. Prepare budgetary estimates for the college in coordination with unit heads;
3. Propose a new and/or revision of policies, rules, and regulations affecting the college;
4. Coordinate all the instruction, research and extension programs of the college;
5. Establish linkage with government and non-government agencies in the effective implementation of the programs of the college;
6. Sign vouchers and PRs up to 10,000; and
7. Perform such other duties and responsibilities as may be assigned by higher authorities.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

COLLEGE SECRETARY

1. Formulate official forms/letters necessary in the school operation;
2. Collect, keep and update various records and documents as the following:
    - Curriculum and instruction
    - Faculty and staff records
    - Students records
    - Facilities and equipment records
    - Research, extension and special project
    - Administrative records
3. Prepare reports that may be asked by higher authorities from time to time; and
4. Perform other duties as may be officially assigned by higher authorities.

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TERMS OF REFERENCE (TOR) -

COLLEGE REGISTRAR

1. Prepare schedule of classes every semester and summer at least two months prior to registration on regular semester and at least two weeks before summer enrolment;
2. Facilitate the pre-registration of students in their respective colleges;
3. Issue midterm and final examination permit;
4. Record official student records to be submitted to the University Registrar;
5. Facilitate evaluation of transfer students and old students returning;
6. Keep all copies of students records of the college;
7. Ensure orderly enrollment in their respective colleges.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

DEPARTMENT CHAIRPERSON/HEAD OF UNIT

1. Implement the academic, research and extension programs;
2. Recommend personnel for positions within the department's organization;
3. Assist the college head in establishing external linkages;
4. Assist the dean in formulating ways and means on the utilization/generation of resources;
5. Recommend policies and guidelines on matters pertaining to department operations;
6. Submit official report required by higher authorities;
7. Sign official documents within the limits set by higher authorities;
8. Coordinate with other units to ensure smooth operation and effective implementation of college activities;
9. Assist/recommend in the evaluation and improvement of existing department programs;
10. Recommend creation of ad-hoc committee as may be deemed necessary in the department;
11. Initiate and supervise instructional materials and development; and
12. Perform other duties as may be assigned by higher authorities.

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TERMS OF REFERENCE (TOR) -

COLLEGE LIBRARIAN/READING ROOM IN-CHARGE

1. Catalogue/process books/reading materials in consonance with the system of Main Library;
2. Implement effectively all existing policies on the use of the CEIT Library and its existing facilities;
3. Update periodically the CEIT library holdings;
4. Maintain and safeguard facilities;
5. Consolidate request procurement of books, journals and other reading materials from each department; and
6. Maintain a list of book suppliers and suppliers of journals.

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TERMS OF REFERENCE (TOR) -

UTILITY/MESSENGER

1. Maintain the cleanliness and sanitation of buildings;
2. Maintain the landscaping, grounds, roads and surroundings of buildings;
3. Deliver/follow-up correspondence and communications of the unit; and
4. Perform other duties as may be assigned by higher authorities.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

PROPERTY CUSTODIAN

1. Take charge of the general storekeeping of supplies and control of school properties;
2. Prepare inventories and reports pertaining to school properties and supplies;
3. Issue equipment, tools and devices to students, faculty and staff with corresponding borrow receipt;
4. Responsible for the up keeping and safety of all school properties and supplies; and
5. Implement policies and guidelines pertaining to the utilization of supplies and properties.

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TERMS OF REFERENCE (TOR) -

ASSISTANT PROPERTY CUSTODIAN

1. Assists the College Property Custodian to take charge of the general storekeeping of supplies and control of school properties;
2. Assists the College Property Custodian on preparing inventories and reports pertaining to school properties and supplies;
3. Assists the College Property Custodian to issue equipment, tools and devices to students, faculty and staff with corresponding borrow receipt;
4. Assists the College Property Custodian for the up keeping and safety of all school properties and supplies; and
5. Assists the College Property Custodian to implement policies and guidelines pertaining to the utilization of supplies and properties.

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TERMS OF REFERENCE (TOR) -

BUDGET OFFICER

1. Consolidate and review annual budget;
2. Prepare financial schedule and other reports required by the Budget Office of the College;
3. Coordinate with the budget officer, accounting, personnel, supply, auditing and department chairmen in connection with budget operation;
4. Assist the Dean in preparation of school budget;
5. Keep updated records of all disbursement; and
6. Perform other duties as may be assigned by higher authorities.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

PIO/MIS

1. Keep and update various records and documents as the following:
    - Curriculum and instruction
    - Faculty and staff records
    - Students records
    - Facilities and equipment records
    - Research, extension and special project
    - Administrative records
2. Maintain and improve the college information/bulletin board;
3. Establish and maintain the college MIS office;
4. Disseminate accurate and reliable data/information to interested users those that are being treated confidential prescribed by the College Dean; and
5. Perform other duties as may be assigned by the higher authorities from time to time.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

COLLEGE GRADUATE PROGRAM COORDINATOR

1. Prepares the necessary facilities and resources for the conduct of graduate classes in their respective learning centers;
2. Conducts enrolment campaigns and provides assistance to new graduate students;
3. Ensures the sustainability of the graduate program concerned, in terms of maintaining the required number of enrollees in their respective learning centers;
4. Attends to the immediate needs of the graduate faculty members and students;
5. Monitors the attendance of graduate faculty members handling classes;
6. Serves as member of the Student Screening Committee and assists the Department Chairpersons in the recruitment of graduate faculty members in preparation of classes; and
7. Perform other duties that may be assigned by higher authorities from time to time.

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TERMS OF REFERENCE (TOR) -

EXTENSION COORDINATOR

1. Identify extension priorities of the school;
2. Represent the school dean regarding the extension matter;
3. Formulate/recommend extension programs and strategies of the school;
4. Evaluate technologies generated/developed by the school which are matured for extension;
5. Device training modules;
6. Assist the dean in the establishment of external linkages; and
7. Submit monitoring evaluation pertaining to the program of the extension activities.

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TERMS OF REFERENCE (TOR) -

RESEARCH AND DEVELOPMENT COORDINATOR

1. Identify research priorities of the school;
2. Represent the school dean regarding research matter;
3. Formulate/recommend research program;
4. Evaluate/recommend research proposals of the school;
5. Record all student researches; and
6. Compile abstract of all student researches.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

COLLEGE TEXTBOOK/INSTRUCTIONAL MATERIAL DEVELOPMENT COORDINATOR

1. Screen and review reference materials required by the teachers particularly those that are to be purchased by the students such as manuals, textbooks, and recommend final adoption or rejection of such instructional materials.
2. Perform other related functions as may be assigned by higher authorities.

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TERMS OF REFERENCE (TOR) -

COLLEGE NBC 461 EVALUATORS

1. Inform all the faculty members for the submission of documents needed for evaluation.
2. Evaluate the documents submitted and inform the concerned faculty members on the result of the evaluation.
3. Submit the evaluated documents to the Office of the Dean for the endorsement to the University NBC 461 Evaluator.

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TERMS OF REFERENCE (TOR) -

CLERK

1. Filling outgoing and incoming official communications (Internal and External Communications) for easy access and for future reference.
2. Receiving/Answering telephone calls and assists the callers about their inquiries.
3. Prepare PR for requested supplies and materials, equipment whenever need arise in accordance to the budget allocated for the College.
4. Prepare Disbursement Vouchers for TEV, salaries of contractual faculty and staff (every 15th and 30th of the month), telephone bills, subscription of newspaper, payment for supplies and materials, payment for equipment, reimbursement of expenses and other payables.
5. Prepare payroll of contractual faculty members and staff of the College of Engineering.
6. Collect and submit to HRDO the approved DTR of regular faculty and staff after the end of each month.
7. Make proper inventory of office supplies.
8. Monitoring/releasing of office supplies.
9. Prepare TEV of regular faculty members.
10. Facilitate the reproduction of administrative and academic forms.

11. Follow-up the processing of PR and Disbursement Vouchers being forwarded to the Administration office.
12. Assist the faculty members during enrollment.
13. Maintain the cleanliness, orderliness and neatness of the Dean’s office.
14. Encoding all official communications and transmittal letters.
15. Assist in the receiving and releasing of documents that needs the signature of the Dean.
16. Other duties that may be assigned by the higher authorities from time to time.

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TERMS OF REFERENCE (TOR) -

COLLEGE CANVASSER

1. Prepare the Request for Quotation (RFQ) form.
2. Send the RFQ to the prospective suppliers.
3. Facilitate retrieval of RFQ from suppliers.
4. Prepare the Abstract of Canvass.
5. Prepare Purchase Order/Work Order.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

COMPUTER LABORATORY ASSISTANT

1. Maintain the computer laboratories of the University Computer Center;
2. Assist the instructor who will use the computer laboratories;
3. Conduct periodic inventory of all computers and related accessories in the each computer laboratory;
4. Keep the key for each laboratory and will be responsible in the opening and closing of laboratory rooms;
5. Ensure safety of all equipment in the computer laboratories;
6. Administer the logbook system for all users of the computer laboratory;
7. Prepare weekly report on the status of the computer units for each laboratory;
8. Report directly to the Head of the Hardware Repair and Maintenance Section of the UCC; and
9. Perform other duties as may be assigned by higher authorities.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

LABORATORY TECHNICIANS

1. Prepare laboratory equipment needed in the conduct of laboratory exercise;
2. Assist in the students and instructors in the conduct of laboratory exercises;
3. Perform periodic preventive maintenance of all laboratory equipment and facilities;
4. Report immediately to higher authorities all cases of malfunctions/disorder/damaged facilities and equipment.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

COMPUTER TECHNICIANS

1. Maintain the computer units of the Central Computer Laboratories and the University;
2. Prepare the necessary documents related to the repair of computer units from other offices of the University;
3. Prepare the procurement plan and the necessary purchase request for the spare parts and other supplies needed for the repair and maintenance of the computer units of the University;
4. Maintain the technician room and ensure the safety of all the materials, tools and equipment related to the services;
5. Prepare weekly report on the accomplishments and status of computers in the University;
6. Directly report to the Head of the Hardware Repair and Maintenance Section of the UCC;
7. Administer the proper documents required in the discharge of duties and services, properly observing the proper protocol;
8. Conduct periodic inventory of all computers and related accessories of the University; and

9. Perform other duties as may be assigned by higher authorities.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

COLLEGE QUALITY ASSURANCE AND ACCREDITATION COORDINATOR (QAAC)

1. Assis the Dean on matters pertaining to quality assurance and accreditation; and
2. Coordinate with the Quality Assurance and Accreditation Center Director concerning self-survey and accreditation survey visits.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

UNIVERSITY WEBMASTER

1. Responsible in the operation of the University Website;
2. Prepare conceptual design and presentation of the University Website;
3. Design, develop and maintain the University Website;
4. Update the content of the website;
5. Report directly to the University ICT Program Coordinator; and
6. Assist faculty members that require the application of the website.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

ASSISTANT UNIVERSITY WEBMASTER

1. Assist the University Webmaster in the operation and maintenance of the University Website; and
2. Collect and encode the needed data for the website.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

ASSISTANT NETWORK ADMINISTRATOR

1. Assis the Network Administrator in the establishment, operation and maintenance of the University Information Network;
2. Maintain the network connection and system;
3. Administer network security; and
4. Report directly to the University ICT Program Coordinator.

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TERMS OF REFERENCE (TOR) -

SYSTEM ADMINISTRATOR

1. Maintain the smooth operation of the network as well as the internet;
2. Make an internet semestral schedule of the subscriber;
3. Generate semestral report regarding the internet usage;
4. Maintain the cleanliness and orderliness of the internet laboratory; and
5. Other duties that may be assigned by higher authorities from time to time.

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TERMS OF REFERENCE (TOR) -

COLLEGE REVIEW COORDINATOR

1. Recommend to the College Dean and UPCR Director the panel of reviewers and hold regular meetings with the group;
2. Coordinate the preparation of review materials based on the required course contents and competencies;
3. Facilitate review classes in coordination with the Review Center Director:
    - Prepare guidelines and schedule of review classes
    - Coordinate the preparation and submission of review, pre-test and pre-board examination questions
    - Coordinate the speedy preparation and release of Diploma and TOR reviewees, and application for licensure examinations
4. Assist the Center Director and Head of Research, Monitoring and Evaluation in evaluating the capability of private review centers to be commissioned as partners;
5. Prepare and maintains the database of reviewees, board takers and passers;

6. Assist the Head of the Promotions Committee in promoting the review-related activities of the college;
7. Assist the Center Director and Head of Research, Monitoring and Evaluation in the conduct of researches related to licensure examination;
8. Perform other duties as assigned by higher authorities.

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TERMS OF REFERENCE (TOR) -

COLLEGE GUIDANCE COUNSELOR

1. Consults the University Guidance Counselor on a regular basis regarding matters that concern the client (students) for better handling and managing.
2. Assists the University Guidance Counselor in conducting the Guidance and Counseling programs that would benefit the students according to their needs and interests through the following guidance services:
   a. Information Services
      - Coordinate with the University Guidance Counselor in the conduct of enrichment/enhancement programs and trainings for students
      - Assists the University Guidance Counselor in the gathering and recording of student data using the Guidance Forms for needs assessment, students inventory and Guidance program/performance evaluation
   b. Prevention and Wellness

- Utilize bulletin boards for the dissemination of essential information materials
- Refer to the University Guidance Counselor of students who may be at risk and need counseling

c. Research and Evaluation Services
    - Assists the University Guidance Counselor in the conduct of research and evaluation in determining the effectiveness of Guidance services implemented

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TERMS OF REFERENCE (TOR) OF PHYSICAL PLANNING UNIT STAFF –

HEAD, PROJECT IMPLEMENTATION, MONITORING AND EVALUATION OF CAPITAL OUTLAY PROJECTS

1. Report and coordinate with the In-charge of COP on matters pertaining to implementation, monitoring and evaluation of COP;
2. Assign, recommend and supervise project inspectors for COP;
3. Perform as overall project inspector for COP;
4. Submit regularly status report of on-going projects;
5. Coordinate closely with the Physical Planning Group regarding technical details; scope and program of work as well as quality standards of the project;
6. Perform other duties as may be assigned by higher authorities.

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TERMS OF REFERENCE (TOR) OF PHYSICAL PLANNING UNIT STAFF –

HEAD, PHYSICAL PLANNING GROUP (COP)

1. Report and coordinate with the In-charge of COP on matters pertaining to planning, design, estimate and technical specifications of COP;
2. Assign, recommend and supervise project designers (architectural, structural, electrical, plumbing), estimators and specification writers;
3. Submit regularly status report of COP;
4. Coordinate closely with the Project Implementation Unit regarding technical details, scope and program of work as well as quality standards of the projects; and
5. Perform other duties as may be assigned by higher authorities.

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TERMS OF REFERENCE (TOR) OF PHYSICAL PLANNING UNIT STAFF –

COP ESTIMATOR

1. Coordinate with the Head, Physical Planning Group of COP regarding estimates of COP;
2. Prepare a detailed estimate of the assigned projects;
3. Signed the necessary documents involving project estimates; and
4. Perform other duties as may be assigned by higher authorities.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

UNIVERSITY COMPUTER CENTER (UCC) MANAGER

1. Oversee the day-to-day operation of the Center.
2. Prepare the 5-year development plan for the operation of the Center in coordination with the Dean. The plan shall be in consonance with the University Development Plan;
3. Prepare a yearly performance commitment in relation to the development plan;
4. Prepare/revise general policies and guidelines on the operation and use of the facilities;
5. Recommend the hiring of personnel;
6. Sign the DTRs and accomplishment reports of the personnel directly under his/her supervision;
7. Submit report regularly as required;
8. Perform other duties as may be assigned by higher authorities.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

UNIVERSITY COMPUTER CENTER (UCC) UNIT HEAD

1. Assist the Center Manager in supervising the day-to-day operation of the Unit;
2. Prepare a yearly performance target for the Unit in coordination with the Center Manager;
3. Implement the policies and guidelines on the use of the facility;
4. Establish and maintain the needed facilities;
5. Recommend the hiring of personnel;
6. Sign the DTRs and accomplishment reports of the personnel directly under his/her supervision;
7. Submit reports regularly as required;
8. Perform duties as may be assigned by higher authorities.

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TERMS OF REFERENCE (TOR) -

COLLEGE OJT COORDINATOR

1. Provide assistance to the trainees for the accommodation in the duration training;
2. Facilitate execution of Memorandum of Agreement between the University and the OJT centers regarding the training;
3. Issued recommendation letter, waiver, and other pertinent documents needed by the trainees;
4. Help prepare the plan of activities of the project to be undertaken by the trainees;
5. Visit the student trainees at least twice for the duration of the training;
6. Evaluate periodically the performance of trainees;
7. Responsible in giving grades to the trainees after the duration of the training;
8. Prepare and submit a semestral report to higher authority.

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TERMS OF REFERENCE (TOR) OF PHYSICAL PLANNING UNIT STAFF –

CAMPUS ENGINEER

1. Report and coordinate with the Dean on matters pertaining to physical planning, design, estimates, implementation, monitoring and evaluation of infrastructure projects in the campus;
2. Closely supervise the implementation of infrastructure projects and perform as project inspector of all infrastructure projects in the campus;
3. Coordinate closely with the University Physical Planning Unit regarding design, estimates and implementation of infrastructure projects;
4. Prepare the necessary documents required for the conduct of bidding and in securing building permits;

5. Recommend and prepare a schedule for repair and maintenance of physical facilities in the campus;
6. Perform other duties as may be assigned by higher authorities.

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TERMS OF REFERENCE (TOR) OF PHYSICAL PLANNING UNIT STAFF –

COP INSPECTOR

1. Coordinate with the Head, Project Implementation Group of COP on matters pertaining to project implementation;
2. Supervise the implementation of COP assigned;
3. Ensure that projects are implemented properly as specified;
4. Prepare and submit regularly status report of the assigned projects;
5. Prepare and submit accomplishment reports;
6. Signed necessary documents involving status of project implementation; and
7. Perform other duties as may be assigned by higher authorities.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) –

CIVIL SECURITY OFFICER

1. Check and secure the facilities of the College before and after office hours;
2. Maintain peace and order within the College;
3. Report to the Dean all necessary incidents within the College; and
4. Perform other duties as may be assigned by higher authorities.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) –

OIC, INDUSTRIAL AUTOMATION CENTER

1. Oversee the day-to-day operation of the Center;
2. Prepare a 5-year development plan for the operation of the Center in coordination with the Dean and other concerned academic units. The plan shall be in consonance with the University Development Plan.
3. Prepare a yearly performance commitment in relation to the development plan;
4. Prepare/revise general policies and guidelines on the operation of the Center and use of the facilities;
5. Recommend the hiring of personnel;
6. Sign the DTRs and accomplishment reports of the personnel directly under his/her supervision;

7. Submit report regularly as required; and
8. Perform other duties as may be assigned by higher authorities.

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TERMS OF REFERENCE (TOR) –

COLLEGE GAD ALTERNATE COORDINATOR

1. Assists the College Principal GAD Coordinator in formulating and submitting College GAD Plans, Program and Budget;
2. Assists the College Principal GAD Coordinator in facilitating the implementation of the gender mainstreaming efforts of the University through GAD planning and budgeting process;
3. Assists the College Principal GAD Coordinator in leading the conduct of advocacy activities and the development of IEC materials; and
4. Perform other duties as may be assigned by higher authorities.

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TERMS OF REFERENCE (TOR) –

COLLEGE PRINCIPAL GAD COORDINATOR

1. Formulate and submit College GAD Plans, Program and Budget;
2. Facilitate the implementation of the gender mainstreaming efforts of the University through GAD planning and budgeting process;
3. Lead the conduct of advocacy activities and the development of IEC materials; and
4. Perform other duties as may be assigned by higher authorities.

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TERMS OF REFERENCE (TOR) –

COLLEGE SPORTS AND SOCIO-CULTURAL AFFAIRS COORDINATOR

1. Coordinate with the Socio-Cultural activities of the College to the Sports Director of the University;
2. Organize and facilitate the Socio-Cultural activities of the College; and
3. Perform other duties as may be assigned by higher authorities.

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TERMS OF REFERENCE (TOR) -

UNIVERSITY COMPUTER CENTER (UCC) UNIT HEAD
HARDWARE AND MAINTENANCE SECTION

1. Assist the Center Manager in supervising the day-to-day operation of the Unit;
2. Prepare a yearly performance target for the Unit in coordination with the Center Manager;
3. Implement the policies and guidelines on the use of the facility;
4. Establish and maintain the needed facilities;
5. Recommend the hiring of personnel;
6. Sign the DTRs and accomplishment reports of the personnel directly under his/her supervision;
7. Submit reports regularly as required;

8. Perform duties as may be assigned by higher authorities.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

UNIVERSITY COMPUTER CENTER (UCC) UNIT HEAD
COMPUTER LABORATORY AND SOFTWARE SECTION

1. Assist the Center Manager in supervising the day-to-day operation of the Unit;
2. Prepare a yearly performance target for the Unit in coordination with the Center Manager;
3. Implement the policies and guidelines on the use of the facility;
4. Establish and maintain the needed facilities;
5. Recommend the hiring of personnel;
6. Sign the DTRs and accomplishment reports of the personnel directly under his/her supervision;

7. Submit reports regularly as required;
8. Perform duties as may be assigned by higher authorities.

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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE (TOR) -

ASSISTANT COLLEGE RESEARCH AND DEVELOPMENT COORDINATOR

1. Assists the College Research and Development Coordinator identifies research priorities of the school;
2. Assists the College Research and Development Coordinator represents the school dean regarding the research matter;
3. Assists the College Research and Development Coordinator formulates/recommends research proposals of the school;
4. Assists the College Research and Development Coordinator records all student researches; and

5. Assists the College Research and Development Coordinator compiles abstract of all student researches.

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TERMS OF REFERENCE (TOR) -

ASSISTANT COLLEGE MIS/PIO OFFICER

1. Assists the College MIS/PIO in keeping and updating various records and documents as the following:
    - Curriculum and instruction
    - Faculty and staff records
    - Students records
    - Facilities and equipment records
    - Research, extension and special project
    - Administrative records

2. Assists the College MIS/PIO in maintaining and improving the College Information/bulletin board;
3. Assists the College MIS/PIO in establishing and maintaining the college MIS office;
4. Assists the College MIS/PIO in disseminating accurate and reliable data/information to interested users those that are being treated confidential prescribed by the College Dean; and
5. Perform other duties as may be assigned by higher authorities from time to time.

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TERMS OF REFERENCE (TOR) -

ASSISTANT COLLEGE REGISTRAR

1. Assists the College Registration in preparing schedule of classes every semester and summer at least two months prior to registration on regular semester and at least two weeks before summer enrollment;
2. Assists the College Registrar in facilitating the pre-registration of students in their respective colleges;
3. Assists the College Registrar in issuing midterm and final examination permit;
4. Assists the College Registrar in recording the official student records to be submitted to the University Registrar;

5. Assists the College Registrar in facilitating the evaluation of transfer students and old students returning;
6. Assists the College Registrar in keeping all copies of students records of the college;
7. Assists the College Registrar in ensuring orderly enrolment in their respective colleges.