



## MEMORANDUM

No. 03, Series of 2024

DATE : 09 JULY 2024

TO : PROGRAM CHAIRS  
GEC DEPT. HEAD  
DEAN, STUDENT LIFE AND DEVELOPMENT  
GUIDANCE COUNSELOR  
COLLEGE REGISTRAR  
REGISTRAR'S STAFF  
COORDINATOR, QUALITY ASSURANCE  
COORDINATOR, SCHOLARSHIP, GRANTS AND AIDS  
COORDINATOR, COLLEGE INFORMATION SYSTEM  
IT DEPARTMENT (MR. CHALSTAN ABAO AND MR. RALPH RYAN CAÑADA)  
LRC HEAD AND LIBRARIAN  
RESEARCH DIRECTOR AND PROGRAM RESEARCH COORDINATORS  
ALL COORDINATORS AND OFFICE IN-CHARGE  
BUDGET OFFICER  
CASHIER AND DISBURSEMENT OFFICER  
HRMO  
SCHOOL NURSE  
PHYSICAL PLANT OFFICER  
SSC ADVISER AND STUDENT COUNCIL

RE : SUBMISSION OF JOB DESCRIPTION AND KEY RESPONSIBILITIES

As part of our ongoing initiative to enhance organizational clarity and efficiency, we are undertaking a comprehensive review of all roles within our institution. This review aims to ensure that each position is clearly defined and understood, which will facilitate better communication, streamline operations, and improve overall productivity.

To achieve this, we request that each member of our team provide a detailed job description or a list of key responsibilities for their respective positions and offices. This information is crucial for us to maintain a clear and effective operational framework, as well as to identify any areas where improvements may be needed.

Please ensure that your submission is thorough and detailed. We ask that you submit your job descriptions and key responsibilities on or before Wednesday, July 10, 2024. Submissions should be sent via Google Drive (<https://drive.google.com/drive/folders/1ZzsxuKQz6umRs4YOWeoqPcMzTagNBget?usp=sharing>) to ensure easy access and organization.

Your timely response and cooperation in this matter are greatly appreciated. This initiative is essential for us to continue improving our organizational structure and effectiveness.

Thank you for your continued support and dedication to our institution.

(Sgd)

**Ricky S Tadlip, PhD**  
College President